

# ***Town of Natick***

## **Spring Annual Town Meeting 2020 Finance Committee Supplement #1**

**July 7, 2020**



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# **Finance Committee Supplement #1**

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**Finance Committee  
Town of Natick, Massachusetts  
July 7, 2020**

**2020 Spring Annual Town Meeting**

Greetings to all Town Meeting Members and Citizens of Natick,

This supplement provides a summary of the Warrant Articles considered by the Finance Committee at our June 30, 2020 and July 2, 2020 meetings.

The Finance Committee discussed the following articles:

- Article 3 —Elected Officials Salary
- Article 6 —Collective Bargaining
- Article 7 —Fiscal 2020 Omnibus Budget Article
- Article 8 —Fiscal 2021 Omnibus Budget Article
- Article 15 —Capital Equipment

Articles 3 and 7 have no changes to the motions or to the Finance Committee recommendations published in the Recommendation Book. Article 6 has a new Motion B for additional collective bargaining agreements presented on July 2. Articles 8 and 15 were not previously considered by the Finance Committee.

Also enclosed is a FY21 financial rollup provided by Town Administration which includes the latest budget and how it differs from the June 8 budget that was included in the Recommendation Book Appendix.

Finally, there is a letter from the Select Board detailing their votes on selected Warrant Articles.

Respectfully submitted,

Natick Finance Committee

Linda Wollschlager, Interim Chair  
David Coffey  
Todd Gillenwater  
Michael Linehan  
Christopher Resmini

Bruce Evans, Secretary  
Guimel DeCarvalho  
Bill Grome  
Tony Lista  
Philip Rooney

Dirk Coburn  
Jeff DeLuca  
Julien LaFleur  
Jerry Pierce  
Jim Scurlock

# General Fund Revenue/Expenditure Summary 7-6-2021

	2019	2020	2021	2021	2021	2021 vs 2021 July	2021 June vs July
	Actual	Recap	January	Amended Preliminary Budget June 8th	Amended Preliminary Budget July 11th	\$ (+/-)	% (+/-)
<b>General Fund Revenues</b>							
Tax Levy	\$ 111,530,485	\$ 121,635,689	\$ 125,588,098	\$ 125,159,992	\$ 125,159,992	-	0.00%
State Aid	\$ 14,553,519	\$ 14,938,819	\$ 15,379,797	\$ 11,951,055	\$ 11,951,055	-	0.00%
Local Receipts	\$ 17,659,742	\$ 17,901,540	\$ 16,908,655	\$ 12,531,078	\$ 12,531,078	-	0.00%
<b>Other Local Receipts</b>							
Indirects	\$ 2,262,021	\$ 2,585,229	\$ 2,752,576	\$ 2,752,576	\$ 2,752,576	-	0.00%
Free Cash	\$ 6,579,906	\$ 5,191,574	\$ 4,500,000	\$ 2,000,000	\$ 2,000,000	-	0.00%
Stabilization Fund (s)	\$ 2,973,950	\$ 3,617,000	\$ 2,196,512	\$ 4,161,500	\$ 4,161,500	-	0.00%
Overlay Surplus	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	-	0.00%
Other Available Funds	\$ 308,393	\$ 291,309	\$ 282,740	\$ 282,740	\$ 282,740	-	0.00%
<b>Total General Fund Revenues</b>	<b>\$ 156,368,016</b>	<b>\$ 166,661,160</b>	<b>\$ 168,608,378</b>	<b>\$ 159,838,941</b>	<b>\$ 159,838,941</b>		
<b>General Fund Expenses</b>							
<b>Education &amp; Learning</b>							
Natick Public Schools	\$ 64,952,436	\$ 67,810,346	\$ 71,203,231	\$ 67,097,246	\$ 67,097,246	-\$ 1,106,085	-1.05%
Keefe Tech	\$ 1,594,984	\$ 1,554,748	\$ 1,601,390	\$ 1,345,498	\$ 1,334,398	-\$ 250,890	-14.17%
Morse Institute Library	\$ 2,179,464	\$ 2,357,551	\$ 2,357,612	\$ 2,303,186	\$ 2,357,612	\$ 54,426	2.36%
Bacon Free Library	\$ 177,621	\$ 190,792	\$ 198,194	\$ 182,306	\$ 182,306	-	0.00%
Public Safety	\$ 16,473,105	\$ 16,802,303	\$ 16,517,943	\$ 16,572,118	\$ 17,171,627	\$ 599,509	3.62%
Public Works	\$ 8,346,326	\$ 8,913,228	\$ 8,864,044	\$ 8,981,699	\$ 8,921,276	-\$ 60,423	-0.67%
Health & Human Services	\$ 2,360,898	\$ 2,713,620	\$ 2,686,781	\$ 2,422,679	\$ 2,676,631	\$ 253,952	10.48%
Administrative Support Services	\$ 5,608,818	\$ 7,766,070	\$ 7,748,007	\$ 7,446,704	\$ 6,630,119	-\$ 816,585	-10.97%
Committees	\$ 101,297	\$ 120,550	\$ 120,550	\$ 115,550	\$ 115,550	-	0.00%
<b>Shared Expenses</b>							
Fringe Benefits	\$ 14,918,523	\$ 16,756,666	\$ 17,125,904	\$ 16,938,091	\$ 16,938,091	-	0.00%
Prop & Liab. Insurance	\$ 742,467	\$ 847,150	\$ 863,972	\$ 863,972	\$ 863,972	-	0.00%
Retirement	\$ 9,416,416	\$ 10,070,552	\$ 10,843,395	\$ 10,843,395	\$ 10,843,395	-	0.00%
Debt Services	\$ 9,540,738	\$ 16,626,732	\$ 15,789,243	\$ 15,143,814	\$ 15,143,814	-	0.00%
Reserve Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	-	0.00%
Facilities Management	\$ 2,923,926	\$ 3,490,001	\$ 3,647,390	\$ 3,572,102	\$ 3,552,324	-\$ 20,078	-0.55%
<b>General Fund Oper. Expenses</b>	<b>\$ 139,587,019</b>	<b>\$ 156,270,309</b>	<b>\$ 159,817,656</b>	<b>\$ 154,078,360</b>	<b>\$ 154,078,361</b>		
<b>Capital Improvements</b>							
School Bus Transportation	\$ 2,973,950	\$ 3,617,000	\$ 2,196,512	\$ 1,861,500	\$ 1,861,500	-\$ 1,755,500	-48.53%
State & County Assessments	\$ 402,095	\$ 410,137	\$ 421,416	\$ 421,416	\$ 421,416	-	0.00%
Cherry Sheet Offsets	\$ 1,507,563	\$ 1,504,841	\$ 1,519,889	\$ 1,416,751	\$ 1,416,751	-\$ 88,090	-5.85%
Snow Removal Supplement	\$ 468,705	\$ 359,312	\$ 362,905	\$ 320,913	\$ 320,913	-\$ 38,399	-10.69%
Overlay	\$ 717,717	\$ 525,565	\$ 400,000	\$ 350,000	\$ 350,000	-\$ 175,565	-33.41%
Golf Course Deficit	\$ 1,591,768	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	-	0.00%
General Stabilization Fund	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	-	0.00%
Operational Stabilization Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	-	0.00%
Capital Stabilization Fund	\$ 500,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	-	0.00%
One-to-One Technology Stab Fund	\$ 2,400,000	\$ 1,519,347	\$ 1,500,000	\$ 1,519,347	\$ 1,519,347	-	0.00%
FAR Bonus Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
OPEB Trust Fund	\$ 441,723	\$ 375,639	\$ 400,000	\$ 375,639	\$ 375,639	-	0.00%
Misc. Articles	\$ 396,622	\$ 112,000	\$ 100,000	\$ 112,000	\$ 112,000	-	0.00%
<b>Total General Fund Expenses</b>	<b>\$ 151,477,162</b>	<b>\$ 166,584,150</b>	<b>\$ 168,608,378</b>	<b>\$ 159,838,940</b>	<b>\$ 159,838,941</b>		
<b>Net Excess / (Deficit)</b>	<b>\$ 4,890,854</b>	<b>\$ 77,010</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>		

# General Fund Expenditure Summary 7-6-2021

This spreadsheet details the appropriations to be made at Town Meeting by department.

		2019	2020	2021	2021	2021	2021 June vs July
					Amended Preliminary	Amended Preliminary	
		Actual	Appropriated	January	Budget June 8th	Budget July 11th	\$ (+/-)
							% (+/-)
<b>Education &amp; Learning</b>							
<b>Natick Public Schools</b>							
Total Natick Public Schools		\$ 64,952,436	\$ 67,810,346	\$ 71,203,231	\$ 67,097,246	\$ 67,097,246	\$ - 0.00%
<b>Keefe Tech</b>							
Expenses (Assessment)		\$ 1,594,984	\$ 1,554,748	\$ 1,601,390	\$ 1,345,498	\$ 1,334,398	\$ (11,100) -0.82%
Total Keefe Tech		\$ 1,594,984	\$ 1,554,748	\$ 1,601,390	\$ 1,345,498	\$ 1,334,398	\$ (11,100) -0.82%
<b>Morse Institute Library</b>							
Salaries & Expenses		\$ 2,179,464	\$ 2,357,551	\$ 2,357,612	\$ 2,303,186	\$ 2,357,612	\$ 54,426 2.36%
Total Morse Institute Library		\$ 2,179,464	\$ 2,357,551	\$ 2,357,612	\$ 2,303,186	\$ 2,357,612	\$ 54,426 2.36%
<b>Bacon Free Library</b>							
Salaries & Expenses		\$ 177,621	\$ 190,792	\$ 198,194	\$ 182,306	\$ 182,306	\$ - 0.00%
Total Bacon Free Library		\$ 177,621	\$ 190,792	\$ 198,194	\$ 182,306	\$ 182,306	\$ - 0.00%
Total Education & Learning		\$ 68,904,505	\$ 71,913,437	\$ 75,360,427	\$ 70,928,236	\$ 70,971,562	\$ 43,326 0.06%
<b>Public Safety</b>							
<b>Emergency Management</b>							
Salaries		\$ 3,639	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ - 0.00%
Expenses		\$ 28,550	\$ 34,100	\$ 34,100	\$ 34,100	\$ 34,100	\$ - 0.00%
Total Emergency Management		\$ 32,189	\$ 39,100	\$ 39,100	\$ 39,100	\$ 39,100	\$ - 0.00%
<b>Parking Enforcement</b>							
Salaries		\$ 23,299	\$ 114,144	\$ 114,144	\$ 85,000	\$ 114,144	\$ 29,144 34.29%
Expenses		\$ 88,166	\$ 104,833	\$ 104,833	\$ 104,833	\$ 104,833	\$ - 0.00%
Total Parking Enforcement		\$ 111,465	\$ 218,977	\$ 218,977	\$ 189,833	\$ 218,977	\$ 29,144 15.35%
<b>Police</b>							
Salaries		\$ 7,410,753	\$ 7,329,967	\$ 7,163,205	\$ 7,302,087	\$ 7,345,073	\$ 42,986 0.59%
Expenses		\$ 281,928	\$ 304,813	\$ 303,613	\$ 300,613	\$ 300,613	\$ - 0.00%
Total Police		\$ 7,692,681	\$ 7,634,780	\$ 7,466,818	\$ 7,602,700	\$ 7,645,686	\$ 42,986 0.57%
<b>Fire</b>							
Salaries		\$ 8,380,446	\$ 8,630,721	\$ 8,509,773	\$ 8,457,210	\$ 8,984,589	\$ 527,379 6.24%
Expenses		\$ 256,324	\$ 278,725	\$ 283,275	\$ 283,275	\$ 283,275	\$ - 0.00%
Total Fire		\$ 8,636,770	\$ 8,909,446	\$ 8,793,048	\$ 8,740,485	\$ 9,267,864	\$ 527,379 6.03%
Total Public Safety		\$ 16,473,105	\$ 16,802,303	\$ 16,517,943	\$ 16,572,118	\$ 17,171,627	\$ 599,509 3.62%

	Amended			Amended Preliminary			%
	Actual	Appropriated	January	Preliminary Budget June 8th	Budget July 11th	\$ (+/-)	
<b>Public Works</b>						\$ -	
Salaries	\$ 3,585,137	\$ 3,951,855	\$ 4,041,259	\$ 4,016,414	\$ 3,955,991	\$ (60,423)	-1.50%
Expenses	\$ 2,200,296	\$ 2,906,335	\$ 2,759,685	\$ 2,972,185	\$ 2,972,185	\$ -	0.00%
Municipal Energy	\$ 1,491,457	\$ 1,505,038	\$ 1,513,100	\$ 1,443,100	\$ 1,443,100	\$ -	0.00%
Snow & Ice	\$ 1,069,437	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ -	0.00%
<b>Total Public Works</b>	<b>\$ 8,346,327</b>	<b>\$ 8,913,228</b>	<b>\$ 8,864,044</b>	<b>\$ 8,981,699</b>	<b>\$ 8,921,276</b>	<b>\$ (60,423)</b>	<b>-0.67%</b>
<b>Community &amp; Health Services</b>						\$ -	
<b>Community Services</b>						\$ -	
Salaries	\$ 1,346,244	\$ 1,481,702	\$ 1,481,600	\$ 1,217,102	\$ 1,481,600	\$ 264,498	21.73%
Expenses	\$ 375,610	\$ 557,664	\$ 524,358	\$ 524,358	\$ 524,358	\$ -	0.00%
<b>Total Community Services</b>	<b>\$ 1,721,854</b>	<b>\$ 2,039,366</b>	<b>\$ 2,005,958</b>	<b>\$ 1,741,460</b>	<b>\$ 2,005,958</b>	<b>\$ 264,498</b>	<b>15.19%</b>
<b>Board of Health</b>						\$ -	
Salaries	\$ 577,415	\$ 587,254	\$ 593,823	\$ 604,369	\$ 593,823	\$ (10,546)	-1.74%
Expenses	\$ 61,629	\$ 87,000	\$ 87,000	\$ 76,850	\$ 76,850	\$ -	0.00%
<b>Total Board of Health</b>	<b>\$ 639,044</b>	<b>\$ 674,254</b>	<b>\$ 680,823</b>	<b>\$ 681,219</b>	<b>\$ 670,673</b>	<b>\$ (10,546)</b>	<b>-1.55%</b>
<b>Total Community &amp; Health Services</b>	<b>\$ 2,360,898</b>	<b>\$ 2,713,620</b>	<b>\$ 2,686,781</b>	<b>\$ 2,422,679</b>	<b>\$ 2,676,631</b>	<b>\$ 253,952</b>	<b>10.48%</b>
<b>Administrative Support Services</b>						\$ -	
<b>Board of Selectmen</b>						\$ -	
Salaries	\$ 936,132	\$ 1,039,307	\$ 1,039,081	\$ 1,153,735	\$ 1,139,521	\$ (14,214)	-1.23%
Expenses	\$ 315,025	\$ 405,050	\$ 604,800	\$ 454,800	\$ 454,800	\$ -	0.00%
Contract Settlements		\$ 1,317,419	\$ 1,100,000	\$ 858,987	\$ 938	\$ (849,049)	-98.84%
<b>Total Board of Selectmen</b>	<b>\$ 1,251,157</b>	<b>\$ 2,761,776</b>	<b>\$ 2,743,881</b>	<b>\$ 2,467,522</b>	<b>\$ 1,604,259</b>	<b>\$ (863,263)</b>	<b>-34.99%</b>
<b>Personnel Board</b>						\$ -	
Other Charges & Expenditures	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
<b>Total Personnel Board</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Town Report</b>						\$ -	
Professional Services	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,100	\$ -	0.00%
<b>Total Town Report</b>	<b>\$ 4,100</b>	<b>\$ 4,100</b>	<b>\$ 4,100</b>	<b>\$ 4,100</b>	<b>\$ 4,100</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Legal</b>						\$ -	
Expenses	\$ 335,648	\$ 512,100	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%
<b>Total Legal Services</b>	<b>\$ 335,648</b>	<b>\$ 512,100</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Finance</b>						\$ -	
Salaries	\$ 1,007,268	\$ 1,169,945	\$ 1,114,571	\$ 1,175,117	\$ 1,176,005	\$ 888	0.08%
Expenses	\$ 271,911	\$ 422,330	\$ 422,330	\$ 422,330	\$ 422,330	\$ -	0.00%
<b>Total Finance</b>	<b>\$ 1,279,179</b>	<b>\$ 1,592,275</b>	<b>\$ 1,536,901</b>	<b>\$ 1,597,447</b>	<b>\$ 1,598,335</b>	<b>\$ 888</b>	<b>0.06%</b>
<b>Information Technology</b>						\$ -	
Salaries	\$ 352,775	\$ 415,138	\$ 421,089	\$ 365,009	\$ 359,889	\$ (5,120)	-1.40%
Expenses	\$ 991,623	\$ 1,049,000	\$ 1,160,000	\$ 1,190,500	\$ 1,190,500	\$ -	0.00%
<b>Total Information Technology</b>	<b>\$ 1,344,398</b>	<b>\$ 1,464,138</b>	<b>\$ 1,581,089</b>	<b>\$ 1,555,509</b>	<b>\$ 1,550,389</b>	<b>\$ (5,120)</b>	<b>-0.33%</b>

	Amended Preliminary					Amended Preliminary Budget July 11th	\$ (+/-)	% (+/-)
	Actual	Appropriated	January	Budget June 8th	Budget July 11th			
<b>Town Clerk</b>								
Salaries	\$ 265,230	\$ 274,185	\$ 276,201	\$ 241,691	\$ 276,201	\$ -	\$ 34,510	14.28%
Expenses	\$ 35,238	\$ 51,150	\$ 52,350	\$ 47,350	\$ 47,350	\$ -	\$ -	0.00%
<b>Total Town Clerk</b>	<b>\$ 300,468</b>	<b>\$ 325,335</b>	<b>\$ 328,551</b>	<b>\$ 289,041</b>	<b>\$ 323,551</b>	<b>\$ 34,510</b>	<b>\$ 34,510</b>	<b>11.94%</b>
<b>Elections</b>								
Salaries (Registrars)	\$ 58,188	\$ 55,400	\$ 98,150	\$ 98,150	\$ 98,150	\$ -	\$ -	0.00%
Expenses (Registrars)	\$ 43,220	\$ 55,100	\$ 55,500	\$ 55,500	\$ 55,500	\$ -	\$ -	0.00%
<b>Total Elections</b>	<b>\$ 101,408</b>	<b>\$ 110,500</b>	<b>\$ 153,650</b>	<b>\$ 153,650</b>	<b>\$ 153,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Sealer of Weights &amp; Measures</b>								
Salaries	\$ 30,402	\$ 30,400	\$ 30,400	\$ 30,400	\$ 30,400	\$ -	\$ -	0.00%
Expenses	\$ 890	\$ 990	\$ 990	\$ 990	\$ 990	\$ -	\$ -	0.00%
<b>Total Sealer Weights/Meas.</b>	<b>\$ 31,292</b>	<b>\$ 31,390</b>	<b>\$ 31,390</b>	<b>\$ 31,390</b>	<b>\$ 31,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Community &amp; Economic Development</b>								
Salaries	\$ 924,937	\$ 881,756	\$ 882,545	\$ 866,145	\$ 882,545	\$ 16,400	\$ 16,400	1.89%
Expenses	\$ 36,231	\$ 81,700	\$ 84,900	\$ 80,900	\$ 80,900	\$ -	\$ -	0.00%
<b>Total Community &amp; Economic Development</b>	<b>\$ 961,168</b>	<b>\$ 963,456</b>	<b>\$ 967,445</b>	<b>\$ 947,045</b>	<b>\$ 963,445</b>	<b>\$ 16,400</b>	<b>\$ 16,400</b>	<b>1.73%</b>
<b>Total Admin. Support Services</b>	<b>\$ 5,608,818</b>	<b>\$ 7,766,070</b>	<b>\$ 7,748,007</b>	<b>\$ 7,446,704</b>	<b>\$ 6,630,119</b>	<b>\$ (816,585)</b>	<b>\$ (816,585)</b>	<b>-10.97%</b>
<b>Commissions &amp; Committees</b>								
<b>Finance Committee</b>								
Expenses	\$ 20,721	\$ 37,800	\$ 37,800	\$ 32,800	\$ 32,800	\$ -	\$ -	0.00%
<b>Total Finance Committee</b>	<b>\$ 20,721</b>	<b>\$ 37,800</b>	<b>\$ 37,800</b>	<b>\$ 32,800</b>	<b>\$ 32,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Commission on Disability</b>								
Expenses	\$ 59	\$ 750	\$ 750	\$ 750	\$ 750	\$ -	\$ -	0.00%
<b>Total Commission on Disability</b>	<b>\$ 59</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Natick Cultural Council</b>								
Expenses	\$ 68	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	\$ -	0.00%
<b>Total Natick Cultural Council</b>	<b>\$ 68</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Historical Commission</b>								
Expenses	\$ 62	\$ 750	\$ 750	\$ 750	\$ 750	\$ -	\$ -	0.00%
<b>Total Historical Commission</b>	<b>\$ 62</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Historic District Commission</b>								
Expenses	\$ 387	\$ 550	\$ 550	\$ 550	\$ 550	\$ -	\$ -	0.00%
<b>Total Historic District Comm.</b>	<b>\$ 387</b>	<b>\$ 550</b>	<b>\$ 550</b>	<b>\$ 550</b>	<b>\$ 550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Affordable Housing Trust</b>								
Expenses	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	\$ -	0.00%
<b>Total Affordable Housing Trust</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Commissions &amp; Committees</b>	<b>\$ 101,297</b>	<b>\$ 120,550</b>	<b>\$ 120,550</b>	<b>\$ 115,550</b>	<b>\$ 115,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



Amended									
Actual			Appropriated		January	Preliminary Budget June 8th		Amended Preliminary Budget July 11th	
Shared Expenses (Unclassified)									
Employee Fringe Expenses	\$ 14,870,773	\$ 16,606,666	\$ 16,825,904	\$ 16,938,091	\$ 16,938,091	\$ -	\$ -	\$ -	
	\$ 47,750	\$ 150,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	\$ 14,918,523	\$ 16,756,666	\$ 17,125,904	\$ 16,938,091	\$ 16,938,091	\$ -	\$ -	\$ -	0.00%
Property & Liability Insurance Purchased Services	\$ 742,467	\$ 847,150	\$ 863,972	\$ 863,972	\$ 863,972	\$ -	\$ -	\$ -	0.00%
	\$ 742,467	\$ 847,150	\$ 863,972	\$ 863,972	\$ 863,972	\$ -	\$ -	\$ -	0.00%
Contributory Retirement Pension Assessment	\$ 9,393,294	\$ 10,050,826	\$ 10,825,274	\$ 10,825,274	\$ 10,825,274	\$ -	\$ -	\$ -	0.00%
	\$ 9,393,294	\$ 10,050,826	\$ 10,825,274	\$ 10,825,274	\$ 10,825,274	\$ -	\$ -	\$ -	0.00%
Non-Contributory Retirement Pensions	\$ 17,593	\$ 19,726	\$ 18,121	\$ 18,121	\$ 18,121	\$ -	\$ -	\$ -	0.00%
	\$ 17,593	\$ 19,726	\$ 18,121	\$ 18,121	\$ 18,121	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ 172,607	\$ 151,778	\$ 159,350	\$ 159,350	\$ 159,350	\$ -	\$ -	\$ -	0.00%
	\$ 3,900	\$ 8,900	\$ 9,500	\$ 9,500	\$ 9,500	\$ -	\$ -	\$ -	0.00%
Leased Equipment	\$ 7,027,870	\$ 9,907,161	\$ 9,935,603	\$ 9,350,591	\$ 9,350,591	\$ -	\$ -	\$ -	0.00%
Leased Land	\$ 2,336,361	\$ 6,558,893	\$ 5,684,790	\$ 5,624,373	\$ 5,624,373	\$ -	\$ -	\$ -	0.00%
Principal									
Interest									
Total Debt Service	\$ 9,540,738	\$ 16,626,732	\$ 15,789,243	\$ 15,143,814	\$ 15,143,814	\$ -	\$ -	\$ -	0.00%
Reserve Fund									
	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	0.00%
Other Charges	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	0.00%
Total Reserve Fund	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	0.00%
Shared Expenses (Unclassified) (con't)									
Facilities Management									
	\$ 2,464,363	\$ 2,819,501	\$ 2,942,890	\$ 2,867,602	\$ 2,847,824	\$ -	\$ -	\$ (19,778)	-0.69%
Salaries	\$ 459,563	\$ 670,500	\$ 704,500	\$ 704,500	\$ 704,500	\$ -	\$ -	\$ -	0.00%
Expenses									
Total Facilities Management	\$ 2,923,926	\$ 3,490,001	\$ 3,647,390	\$ 3,572,102	\$ 3,552,324	\$ (19,778)	\$ (19,778)	\$ (19,778)	-0.55%
Total Shared Expenses	\$ 37,536,541	\$ 48,041,101	\$ 48,519,904	\$ 47,611,374	\$ 47,591,596	\$ (19,778)	\$ (19,778)	\$ (19,778)	-0.04%
Total General Fund Operations	\$ 139,331,491	\$ 156,270,309	\$ 159,817,656	\$ 154,078,360	\$ 154,078,361	\$ 1	\$ 1	\$ 1	0.00%

Reconciliation		Actual		Appropriated		January		Amended Preliminary		%	
								Budget June 8th			Budget July 11th

# MEMO

**To:** Town Meeting Members  
**From:** Natick Select Board  
**Date:** July 6, 2020  
**Subject:** *Select Board Recommendations for 2020 Spring Annual Town Meeting*

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The table below shows the recommendations of the Natick Select Board for consideration by Town Meeting members of certain articles on the 2020 Spring Annual Town Meeting warrant. In making these recommendations, the Select Board focused on articles sponsored by the Town Administrator and the Board. The Board respectfully requests the consideration of Town Meeting members when these articles are brought up for action.

#	Article Title	Sponsor	<u>Select Board Recommendation to 2020 SATM</u>		
			Date of Vote	Recommendation	Quantum
Article 1	Reauthorize Board of Selectmen to Acquire, Obtain, Abandon or Relocate Easements	Town Administrator	7/1/2020	Favorable Action	5-0-0
Article 6	Collective Bargaining	Select Board	7/1/2020	Favorable Action	5-0-0
Article 8	Fiscal 2021 Omnibus Budget	Town Administrator	7/1/2020	Favorable Action	4-0-1
Article 10	Fiscal 2021 Morse Institute Library Budget	Town Administrator	7/1/2020	Favorable Action	5-0-0
Article 12	Fiscal 2021 Bacon Free Library Budget	Town Administrator	7/1/2020	Favorable Action	5-0-0
Article 14	Revolving Funds	Town Administrator	7/1/2020	Favorable Action	4-0-1
Article 15	Capital Equipment	Town Administrator	7/1/2020	Favorable Action	5-0-0
Article 16	Capital Improvement	Town Administrator	7/1/2020	Favorable Action	5-0-0
Article 17	Increase Personal Exemption Amounts	Board of Assessors	7/1/2020	Favorable Action	5-0-0
Article 19	Home Rule Petition: Authorization to Issue (3) Wine and Malt Beverages License Not to Be Drunk on the Premises for Downtown Mixed Use District, Natick, Massachusetts	Select Board	7/1/2020	Referral to Sponsor	5-0-0
Article 20	Home Rule Petition: Authorization to Issue (1) On Premises Alcoholic Beverages License for 45 East Central Street, Natick, Massachusetts	Select Board	3/2/2020	Favorable Action	5-0-0
			<i>Note: at its 7/01/2020 meeting, the Board agreed to further consider Article 20 at a subsequent meeting</i>		
Article 21	Home Rule Petition: Amendment of Special legislation authorizing the appointment of Special Police Officers to increase the maximum age to 70	Select Board	3/2/2020	Favorable Action	5-0-0
Article 22	Amend Article 10 of the Natick Town Bylaws	Select Board	3/2/2020	Favorable Action	5-0-0

#	Article Title	Sponsor	Select Board Recommendation to 2020 SATM		
			Date of Vote	Recommendation	Quantum
Article 23	South Main Street Right of Way Acquisitions	Select Board	3/2/2020	Favorable Action	5-0-0
Article 24	Street Acceptance - Michael Terrace	Select Board	3/2/2020	Favorable Action	5-0-0
Article 25	Amendment to Zoning Map-Downtown Mixed Use (DM) District	Select Board	3/2/2020	Favorable Action	5-0-0
			<i>Note: at its 7/01/2020 meeting, the Board agreed to further consider Article 25 at a subsequent meeting</i>		
Article 26	Amend Zoning By-laws: Downtown Mixed Use Parking Zoning	Select Board	7/1/2020	Referral to Sponsors	5-0-0

Respectfully,

Natick Select Board  
Jonathan Freedman, Chair

Cc: M. Malone – Town Administrator  
F. Foss – Town Moderator  
D. Packer – Town Clerk  
L. Wollschlager – Interim Chair, Finance Committee

**ARTICLE 3**  
**Elected Officials Salary**  
**(Town Administrator)**

**ARTICLE LANGUAGE**

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town of Natick for Fiscal Year 2021 (July 1, 2020 through June 30, 2021) as provided by Section 108 of Chapter 41 of the General Laws, as amended; or otherwise act thereon.

**PURPOSE OF THE ARTICLE**

A vote of Town Meeting is required to establish the Town Clerk's salary for FY 2021. The requirement has existed since the time when the state legislature adopted MGL Chapter 41, section 108.

**FINANCE COMMITTEE RECOMMENDATION**

The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>13-0-1</b>
	DATE VOTED:	<b>June 30, 2020</b>

**MOTION** (Requires a Majority Vote)

**Move that the town vote to fix the salary and compensation of the following elected officer of the Town for the Fiscal Year 2021 (July 1, 2020 through June 30, 2021) as provided by section 108 Chapter 41 of the Massachusetts General Laws: Town Clerk: \$100,786.**

**FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION**

This article is an annual article that is required to appropriate funding for the salary of the Town Clerk, the only elected town official whose salary must be appropriated by Town Meeting. The Town Administrator's budget recommends \$100,786 as the compensation for FY21.

The Finance Committee met on June 23, 2020 and recommended Favorable Action by a vote of 12-0-0. Subsequent to that vote, an error was noted and the correct figure was presented. The Finance

Committee voted to reconsider Article 3 and recommended Favorable Action on the revised figure by a vote of 12-0-0 on June 25, 2020.

At the suggestion of Town Counsel, the Finance Committee reconsidered this article on June 30, 2020 because Article 3 was not specifically listed on the June 25 agenda. The Finance Committee voted to reconsider Article 3 and recommended Favorable Action by a vote of 13-0-1 on June 30, 2020.

The Finance Committee notes that failure to take action on this Warrant Article would result in no salary being established for or available to the Town Clerk. Given that each annual vote of Town Meeting stipulates the fiscal year in which the specified salary shall be paid, said salary cannot be paid beyond that fiscal year.

**~~ END OF ARTICLE ~~**

**ARTICLE 6**  
**Collective Bargaining**  
**(Town Administrator)**

**ARTICLE LANGUAGE**

To see if the Town will vote to raise and appropriate, or otherwise provide, the funds necessary to implement the Terms of Agreements reached between the Town and the following collective bargaining units:

- a) Deputy Fire Chiefs' Association, Local 1707-Deputy Fire Chiefs
- b) International Association of Firefighters, AFL-CIO, Local 1707- Firefighters
- c) New England Benevolent Association, AFL-CIO, Local 82-Superior Officers
- d) New England Police Benevolent Association, Inc. Local 182 - Dispatchers
- e) Massachusetts Laborer's Council Local 1116 Supervisors' & Administrators' Association - DPW Sup. & Admin.
- f) Massachusetts Laborer's Council Local 1116- DPW Laborers
- g) Maintenance and Custodians Local 1116 of the Laborers International Union, AFL-CIO- Facilities Maintenance
- h) Public Employees Local Union 1116 of the Laborers' International Union of North America - Clerical

Or otherwise act thereon.

**PURPOSE OF THE ARTICLE**

Under this Article, Town Meeting is asked to appropriate funds for the current fiscal year (and prior fiscal year, if applicable) for collective bargaining agreements (CBAs) that have been ratified by the respective union as well as management; such appropriation requirement applies only to General Government unions, of which there are ten.

**FINANCE COMMITTEE RECOMMENDATION – MOTION A**

<b>MOTION A</b>  The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>13-0-0</b>
	DATE VOTED:	<b>July 2, 2020</b>

### **MOTION A (Requires a Majority Vote)**

Move that the Town vote to appropriate the total sum of \$181,667 (\$55,308 for FY19 and \$126,359 for FY 20) said funds to be added to the Police Department Personnel Services budget; said sum of \$181,667 to be transferred from the Board of Selectmen's FY 2020 budget Selectmen CBA Settlements voted at 2019 Spring Annual Town Meeting under Article 8 Motion E; for the implementation of the Terms of the Agreements reached between the Town and the following collective bargaining units:

- a) New England Police Benevolent Association, Inc. Local 82, Superior Officers;
- b) New England Police Benevolent Association, Inc. Local 182, Dispatchers;

for payment of wages effective July 1, 2018 through June 30, 2020.

### **FINANCE COMMITTEE RECOMMENDATION – MOTION B**

MOTION B The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>13-0-0</b>
	DATE VOTED:	<b>July 2, 2020</b>

### **MOTION B (Requires a Majority Vote)**

Move that the Town vote to appropriate the total sum of \$568,150 (\$158,445 for FY19 and \$409,705 for FY 20) said funds to be added to the Fire Department Personnel Services budget; said sum of \$568,150 to be transferred from the Board of Selectmen's FY 2020 budget Selectmen CBA Settlements line item voted at 2019 Spring Annual Town Meeting under Article 8 Motion E; for the implementation of the Terms of the Agreements reached between the Town and the following collective bargaining units:

- a) The Deputy Fire Chief's Association; and
- b) Local 1707, International Association of Firefighters, AFL-CIO

for payment of wages effective July 1, 2018 through June 30, 2020.

### **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTIONS A & B**

The Finance Committee met on June 23, 2020 to discuss Article 6. The Town Administrator said that there were no ratified contracts with the above bargaining units, but said negotiations are ongoing to secure agreement prior to Town Meeting. The Town Administrator said the town is working on two collective bargaining agreements for public safety and requested the opportunity to come before the Finance Committee on June 25, 2020 to see whether these agreements might be settled. The Finance Committee voted 12-0-0 to recommend Referral to the Sponsor and indicated that it was amenable to reconsidering this article should agreement be made by June 25, 2020.



On June 25, the Town Administrator said that agreement had been secured with the New England Benevolent Association, AFL-CIO, Local 82 - Superior Officers and New England Police Benevolent Association, Inc. Local 182 – Dispatchers and asked that the Finance Committee reconsider Article 6. The Finance Committee agreed to reconsider Article 6 and voted 12-0-0 to recommend Favorable Action to appropriate \$181,667.11 (\$55,308.31 for FY19 and \$126,357.80 for FY 20) from the FY21 tax levy for the implementation of the Terms of the Agreements reached between the and the Superior Officers and Dispatchers collective bargaining units for payment of wages effective July 1, 2018 through June 30, 2020.

On July 2, the Town Administrator said that agreement had been secured with the bargaining units for Deputy Fire Chiefs and Firefighters and requested that the Finance Committee reconsider Article 6 since it included the additional contract settlements for the Deputy Fire Chiefs and Firefighters. The Finance Committee agreed to reconsider Article 6 and voted to reconsider and two motions as part of a revised Article 6.

The Finance Committee voted 13-0-0 to recommend Favorable Action on Motion A to appropriate \$181,667.11 (\$55,308.31 for FY19 and \$126,357.80 for FY 20) said funds to be added to the Police Department Personnel Services budget, said sum of \$181,667.11 to be transferred from the Board of Selectmen's FY2020 budget Selectmen CBA Settlements line item for the implementation of the Terms of the Agreements reached between the town and the following bargaining units: New England Benevolent Association, AFL-CIO, Local 82 - Superior Officers and New England Police Benevolent Association, Inc. Local 182 – Dispatchers, for payment of wages effective July 1, 2018 through June 30, 2020.

On July 2, 2020, Town Administration said that agreement was secured between Town Administration and the Deputy Fire Chiefs' Association, Local 1707 -Deputy Fire Chiefs and International Association of Firefighters, AFL-CIO, Local 1707 – Firefighters. Motion B voted 13-0-0 to recommend Favorable Action to appropriate \$568,150 (\$158,445 for FY19 and \$409,705 for FY 20) to be transferred from the Board of Selectmen's Contract Settlements line item.

CBA Breakdown as follows:

Fiscal Year	Unit	\$ amount
FY19	Police Superior Officers	\$ 40,346
FY19	Police Dispatchers	\$ 14,962
FY19	Deputy Fire Chiefs	\$ 13,655
FY19	Firefighters	\$ 144,790
FY20	Police Superior Officers	\$ 90,838

FY20	Police Dispatchers	\$ 35,421
FY20	Deputy Fire Chiefs	\$ 35,262
FY20	Firefighters	\$ 374,443

### Questions from the Committee

- A member asked how many firefighters this covered. The Deputy Town Administrator said 81 firefighters.
- A member asked what the starting balance is for the Board of Selectmen's Contract Settlements line item and what the ending balance would be if Article 6 were approved by Town Meeting. The Deputy Town Administrator said it was \$1.1 million for FY20 and this would subtract \$700,900 from that total, leaving \$399,300 in this line item. This remainder will fall to Free Cash at the end of FY20. In FY21, the original appropriation \$858,987 was appropriated to the Contract Settlements line item, but the contract settlements for FY21 will decrease that balance to approximately \$5,000 to \$6,000.
- A member asked which contracts are still not settled. These are:
  - a. Public Employees Local Union 1116 of the Laborers' International Union of North America –Clerical
  - b. Massachusetts Laborer's Council Local 1116 - DPW Laborers
  - c. Maintenance and Custodians Local 1116 of the Laborers International Union, AFL-CIO - Facilities Maintenance
  - d. Public Employees Local Union 1116 of the Laborers' International Union of North America –Clerical.
- The Deputy Town Administrator noted that they have no contract offers on the table from any of these unions and said, in the past, they have funded the contract settlements line item from Free Cash, so the unspent Contract Settlements FY20 budget will fall to Free Cash and help replenish this line item.
- A member asked what the risk is in having such a low balance in the contract settlements line. He acknowledged that it is a low balance and said that Town Administration could consider encumbering the remainder in the FY20 contract settlements line to be added to the FY21 contract settlements line and stated that \$400 - \$500K would give the town a good start to being able to negotiate in good faith with the bargaining units.
- A member asked whether there were any potential contract settlements that extend backward into prior years. Ms. Malone said there were three outstanding contracts that have retroactive pay for FY20 which ended June 30 – DPW Supervisors, DPW Laborers, and Clerical Laborers. Ms. Malone noted that, given the current economic uncertainty, these contracts would be re-visited in the fall and there are no contract offers on the table right now.

~~ END OF ARTICLE ~~

**ARTICLE 7**  
**Fiscal 2020 Omnibus Budget**  
**(Town Administrator)**

**ARTICLE LANGUAGE**

To determine what sum or sums of money the Town will appropriate and raise, or transfer from available funds, for the operation of the government of the Town of Natick, including debt and interest, during Fiscal Year 2020 (July 1, 2019 through June 30, 2020) and to provide for a reserve fund for Fiscal Year 2020, and to see what budgets for Fiscal 2020 will be reduced to offset said additional appropriations; or otherwise act thereon.

**PURPOSE OF THE ARTICLE**

To make adjustments to the current FY 2020 budget to reflect necessary changes to the operations of the Town of Natick.

**FINANCE COMMITTEE RECOMMENDATION**

The Finance Committee took the following action:	RECOMMENDATION:	<b>No Action</b>
	QUANTUM OF VOTE:	<b>14-0-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

**MOTION** (Requires a Majority Vote)

**Move No Action on the subject matter of Article 7**

**FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION**

The Finance Committee met on June 23, 2020 to discuss Article 7 and voted 11-0-0 to refer the subject matter of Article 7 to the sponsor. In addition, the Finance Committee met on June 25, 2020 for further discussion on Article 7. At the request of the Town Administrator, the Finance Committee voted 12-0-0 to recommend No Action on the subject matter of Article 7.

At the suggestion of Town Counsel, the Finance Committee reconsidered this article on June 30, 2020 because Article 7 was not specifically listed on the June 25 agenda. The Finance Committee voted to reconsider Article 7 and recommended No Action by a vote of 14-0-0 on June 30, 2020.

~~ END OF ARTICLE ~~

**ARTICLE 8**  
**Fiscal 2021 Omnibus Budget**  
**(Town Administrator)**

**ARTICLE LANGUAGE**

To determine what sum of money the Town will appropriate and raise, or transfer from available funds, for the operation of the government of the Town of Natick, including debt and interest during Fiscal Year 2021 (July 1, 2020 to June 30, 2021), and to provide for a reserve fund for Fiscal Year 2021; or to otherwise act thereon.

**PURPOSE OF THE ARTICLE**

To fund the operations of the various Town and School Departments, the Water & Sewer Enterprise Fund and the Sassamon Trace Golf Course Enterprise Fund.

This article contains motions for the following:

- **Motion A: Education & Learning**
  - A1 Natick Public Schools
  - A2 South Middlesex Regional Vocational Technical School (Joseph P. Keefe Technical School)
- **Motion B: Public Safety**
  - B1 Emergency Management, Parking Enforcement, Police
  - B2 Fire
- **Motion C: Public Works**
- **Motion D: Community Services and Health Services**
- **Motion E: Administrative Support Services**
- **Motion F: Committees and Commissions**
- **Motion G: Shared Expenses**
- **Motion H: Water/Sewer Enterprise Fund**
  - H1 Water & Sewer
  - H2 Water & Sewer Indirect Cost Allocations
- **Motion I: Sassamon Trace Enterprise Fund**
  - I1 Sassamon Trace
  - I2 Sassamon Trace Indirect Cost Allocations

## **8-A1 Natick Public Schools**

### **FINANCE COMMITTEE RECOMMENDATION – MOTION A1**

MOTION A1 The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>13-0-1</b>
	DATE VOTED:	<b>June 30, 2020</b>

### **MOTION A1 (Requires a Majority Vote)**

Motion A1: Requires majority vote	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the Natick Public Schools	
Salaries & Expenses	\$67,097,246
<b>Total Natick Public Schools</b>	<b>\$67,097,246</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2021	\$67,097,246

### **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION A1**

The Education and Learning Subcommittee of the Finance Committee met with Natick Public Schools (NPS) administration eleven times between January 14, 2020 and June 25, 2020. To call this a challenging year for NPS would be severe understatement in the face of the many challenges of the COVID-19 pandemic. NPS Administration did a masterful job delivering quality education under trying conditions.

In its meetings with NPS prior to the State of Emergency, the Subcommittee noted many areas where NPS excelled in delivering great value to Natick students at affordable prices as compared with its Department of Elementary and Secondary Education (DESE) cohort. However, it identified several areas where NPS might be able to improve:

- Accuracy of enrollment projections: Given that enrollment drives school investment, it is imperative to strive to be as accurate as possible. NPS acknowledged that the process for estimating enrollment was inaccurate and agreed that it needed to build a new model because the prior estimating tools were not accurate. The subcommittee encouraged NPS to work with the vendor who has worked with Wellesley, Wayland, Framingham, and Arlington schools. Their

methodology has proven highly effective, including data on in- and out-migration and birth rates, with breakdowns by school, by neighborhood, and so on.

- Work with the Town Comptroller to resolve MUNIS reporting issues that hamper the efficiency of NPS to fix a broken procurement process and gain a better handle on financials. The subcommittee spoke with the Assistant Director of Finance for NPS, who summarized the difficulties the district has in gaining complete MUNIS access: “Both the Town and NPS use MUNIS and share one system. The Town Comptroller is the administrator and responsible for setting up MUNIS users as well as authorizing and administering any system changes. To function efficiently, NPS needs the authority to have input to the MUNIS system, but does not: if the Comptroller does not agree to a change, the school department has no options. NPS hired MUNIS consultants to assess their financial module and were provided recommendations for improvement. NPS’ current focus is on improving the purchasing process, but they hope to expand use of MUNIS to improve budgeting, payroll, and human resources.”

The chart below shows how the budget changed in response to projected revenue shortfalls. The initial budget request from NPS in January was \$72,842,760 and included a 1% COLA for all bargaining unions and requests for 22.8 new full-time equivalent positions (FTEs) and transfer of 5.0 FTEs to meet its projected needs. Following the announcement of the shutdown of the schools in March, NPS worked to cease all purchasing immediately and focused on planning and delivering remote learning during the shutdown. While the Town’s application under the Federal CARES Act will eventually provide some financial relief, this is a future reimbursement that cannot be factored into Natick’s FY21 budget. The State of Massachusetts provided some leeway that allowed communities to create a 1/12 budget that allocated 1/12 of the FY20 budget. NPS and Town administration prepared a 1/12 budget to cover July 2020, which was approved by the state. Meanwhile, the Town Administrator and School Superintendent worked to develop revised budgets given the new economic realities of lower state aid and reduced local receipts.

In March, NPS reduced its original FY21 budget request by cutting \$889,065 in the areas shown in the table below for a new total of \$71,953,695. In June, the revised Town Administrator’s budget appropriated \$67,097,246 to NPS. NPS made further cuts totaling \$2,531,244 for a revised NPS budget of \$69,001,035 (plus the School Bus subsidy of \$421,416, to be voted separately in Article 13). However, that still left a deficit of \$1,903,789.

	FY 20	FY21 Jan	FY21 March	FY21 June
<b>FUNDING NEED</b>	<b>\$69,050,480</b>	<b>\$72,842,760</b>	<b>\$72,842,760</b>	<b>\$71,953,695</b>
<b>NPS FUNDING SOURCES</b>				
<b>Additional (Lost) Revenue</b>				
Circuit breaker			\$500,000	
ASAP Allocation			\$150,000	\$50,000
2 Preschool programs			\$212,000	
Title 1 & Medicaid reduced reimb.			(\$342,000)	
NPS supplement	\$829,997			
<b>Expense Reductions (Increase)</b>				
Reduce technology			\$100,000	\$175,000
KMS staff reductions				\$460,411
Other staff reductions			\$317,065	\$296,763
Retirements				\$241,070
0% COLA				\$1,308,000
Increased Tuition			(\$48,000)	
<b>Subtotal Rev/Exp</b>	<b>\$829,997</b>	<b>\$0</b>	<b>\$889,065</b>	<b>\$2,531,244</b>
<b>TM APPROPRIATION NEED</b>	<b>\$68,220,483</b>	<b>\$72,842,760</b>	<b>\$71,953,695</b>	<b>\$69,422,451</b>
<b>Less Bus Subsidy</b>				<b>\$421,416</b>
<b>TM OPERATING APPROPRIATION NEEDED</b>				<b>\$69,001,035</b>

NPS sought another approach to close the gap. Massachusetts schools are allowed to pre-pay one full year of Special Education (SPED) collaborative tuition and three months of private tuition for the following fiscal year using savings accrued in the current fiscal year (FY20). NPS would be allowed to pre-pay up to \$2,075,302, so has proposed to allocate \$1,903,789 to reach a balanced budget total of \$69,001,035. These SPED prepayments are commonly used by other districts, but NPS has chosen not to do this in previous years, relying on their ability to accurately project and contain SPED costs. This careful budgeting has enabled SPED students to stay in Natick and get the services they require and minimize out-of-district costs.

	FY 20	FY21 Jan	FY21 March	FY21 June
<b>TM APPROPRIATION NEED</b>	<b>\$68,220,483</b>	<b>\$72,842,760</b>	<b>\$71,953,695</b>	<b>\$69,422,451</b>
<b>Less Bus Subsidy</b>				<b>\$421,416</b>
<b>TM OPERATING APPROPRIATION NEEDED</b>				<b>\$69,001,035</b>
<b>TM APPROPRIATION</b>				
<b>Bus Subsidy</b>	<b>\$410,137</b>	<b>\$421,416</b>	<b>\$421,416</b>	<b>\$421,416</b>
<b>Omnibus article</b>	<b>\$67,810,346</b>	<b>\$71,203,231</b>	<b>\$71,203,231</b>	<b>\$67,097,246</b>
<b>Subtotal</b>	<b>\$68,220,483</b>	<b>\$71,624,647</b>	<b>\$71,624,647</b>	<b>\$67,518,662</b>
<b>Budget gap</b>	<b>\$0</b>	<b>(\$1,218,113)</b>	<b>(\$329,048)</b>	<b>(\$1,903,789)</b>
<b>NPS FY21 Potential SPED Prepay</b>			<b>Up to</b>	<b>\$2,075,302</b>



Many Town Meeting members have requested that the Finance Committee provide an “All-in Budget” for Natick Public Schools that includes the employer contribution to healthcare on behalf of NPS (note: Natick teachers pay 60% of their monthly premiums, one of the highest contribution rates when compared with peer communities). For FY21, this total is show below.

Item Description	Budget
Compensation	\$55,453,964
Expenses	\$13,547,071
Health Care benefits (in town shared services budget)	\$9,122,503
<b>TOTAL</b>	<b>\$78,123,538</b>

## Risks and Challenges

Increasingly complex student needs require hiring for state-mandated positions and services that were not required ten years ago, including the positions of Behavior Analyst, Behavior Technician, Traveling Nurse, Substance Abuse Counselor, Homelessness Liaison/Social Worker, Assistive Technology Teacher, Assistive Technology Assistant, and Athletic Trainer.

## Teacher Salaries

- The teachers gave up their 1% COLA this year, in recognition of the responsibility to the community to ensure that no teachers would be laid off in FY21, having a negative impact on the student population.
- Natick teachers are underpaid relative to their DESE cohort, with salaries that are now around the 50th percentile of peer communities. Natick teachers’ negotiated 3% COLA in FY22 is a step towards getting NPS into the 75th percentile among its peer communities.

## Staffing requirements

The positions shaded in gray in the table below have been cut from the original NPS FY21 budget.

FY21 Funded and Unfunded Positions					
School	Position	FTE	Transfer	Salary	Need
Brown	Admin Ass't	0.2		\$6,608	enrollment
Wilson	Admin Ass't	0.2		\$6,608	enrollment
District	Social Worker	0.4		\$25,204	compliance

NHS	ELL Dept. Head Stipend	0.0		\$9,365	compliance
Lilja	Behavior Tech	1.0		\$26,296	compliance
Ben-Hem	Program Paras	1.0		\$25,682	compliance
District	Library Media Specialists	3.0	2.0	\$189,030	strategic plan
District	Assistive Tech/Augmentative	0.4		\$21,296	compliance
Kennedy	SPED Teacher		1.0	\$0	compliance
Kennedy	Psychologist	0.5	0.5	\$44,617	compliance
Kennedy	Vice Principal		1.0	\$0	compliance/s
Kennedy	Gr 7 ELA/SS	1.0	1.0	\$63,010	enrollment
Kennedy	Spanish Teacher	0.5	0.5	\$31,505	enrollment
Kennedy	Grade 7 MA/SCI	1.0		\$63,010	enrollment
Kennedy	PARA	2.0		\$50,846	compliance
Kennedy	BCBA	1.0		\$63,010	compliance
Kennedy	French Teacher	0.5		\$31,505	enrollment
Kennedy	Music Teacher	1.0		\$63,010	enrollment
Kennedy	ELL Teacher	1.0		\$63,010	compliance
Pre-School – Lilja	Pre-school Teacher	1.0		\$63,010	New integrated pre-school
Pre-School – Lilja	Paraprofessional	1.0		\$25,423	New integrated pre-school
Pre-School - Memorial	Pre-school Teacher	1.0		\$63,010	New integrated pre-school
Pre-School - Memorial	Paraprofessional	1.0		\$25,423	New integrated pre-school

<b>FY21 Retirements and Unfilled Positions</b>				
<b>School</b>	<b>Position</b>	<b>FTE</b>	<b>Salary</b>	<b>Note</b>
District	Innovation Coach	1.0	\$63,010	Reduction
Ben-Hem	4th Grade	1.0	\$63,010	Unfilled Retirement
Ben-Hem	Kindergarten	1.0	\$63,010	Unfilled Resignation
Lilja	2nd Grade	1.0	\$63,010	Unfilled Resignation at Brown
Wilson	8th Grade	1.0	\$63,010	Unfilled Retirement
Wilson	7th Grade	1.0	\$63,010	Unfilled Resignation (6th)
Kennedy	Fitness Lab	1.0	\$63,010	Reduction Health/PE at MS

According to the School Superintendent, this budget contains the bare minimum of positions that are required to begin the school year.

- Two pre-K classrooms are staffed because they generate revenue, as tuitions cover teacher costs, generate \$50,000 profit, and help the town comply with state mandates.
- Although additional staff is needed to provide level-service class size at all grade levels, NPS have added no net new staff in this budget, but have redeployed some staff to cover KMS increases. As a result, class sizes have increased to 24 students across the district.
- NPS has cut two positions (Innovation Coach and Fitness Lab) and did not fill five positions that were vacant due to resignations and retirements.
- Special education positions needed to staff Kennedy Middle School were partially met for Fall 2020 through redeployment of previously existing positions in the district. However, SPED staffing at Kennedy is still incomplete and will need to be revisited ahead of the January 2021 opening of the new KMS.
- NPS has been unable to add staff positions to expand intervention and enrichment services to address classroom complexity and students' individualized needs. The Superintendent is very concerned that these students' inability to attend school physically this spring has led them to fall further behind, and that more students are behind, and that none of the positions in the budget for academic support -- interventionists, library media specialists, and special education position -- are in this revised budget).

### **This is a fluid budget in FY21**

With so many unknowns at this time, it would be unrealistic to consider that the FY21 budget is set in stone. It must be re-visited on an ongoing basis when the town has better data on state aid; understands how steep the decline in local receipts will be and how local businesses are responding to economic conditions; and whether additional aid is forthcoming from either state or federal sources. There are also many unknowns about return-to-school challenges and costs. Both the Superintendent and the Town Administrator view FY21 as quarter-to-quarter re-evaluation process.

### **Structural deficit**

Natick's long-standing structural deficit has been exacerbated by COVID-19 pandemic and the resulting economic slowdown. This structural deficit is the result of the growth in needed town services (school and municipal) outpacing new revenue sources, since the Town is limited to new growth and Prop. 2½ limits. The town has managed to stave off the need for an operational override, but has fewer tools to bridge this deficit; The Superintendent cautions that NPS will face a \$3-4 million deficit when it begins to develop the budget for FY22.

The town will need to have an in-depth assessment of the scope of the need for an operational override so that the Select Board can consider putting it before the voters next March. When considering an operational override, we must strive to be as accurate as possible about what is required so that we can minimize the impact on taxpayers. Many financial experts caution that economic recovery from this global pandemic will be a slow, gradual process.

### **Budget Starting Point for FY22**

It is important to emphasize that the starting point for the FY22 NPS budget should be \$69,001,035 and not the \$67,097,246 shown in the Town Administrator's NPS appropriation. NPS should not be penalized for using accepted school financing practices to pre-pay these tuitions. Given that NPS could not use that appropriation during FY20, it was absolutely prudent for them to prepay special education tuitions in FY21.

## 8-A2 South Middlesex Regional Vocational School (Keefe Tech)

### FINANCE COMMITTEE RECOMMENDATION – MOTION A2

MOTION A2 The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>14-0-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### MOTION A2 (Requires a Majority Vote)

<del>Motion A2: (Requires majority vote)</del>	
<del>Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the department shown below, said funds are to be expended under the direction of the School Committee:</del>	
<del>South Middlesex Regional Vocational Technical School (Joseph P. Keefe Technical School)</del>	
<del>Expenses (Assessment)</del>	<del>\$1,334,398</del>
<del>Total South Middlesex Regional Vocational Technical School (Joseph P. Keefe Technical School)</del>	<del>\$1,334,398</del>
<del>And that the above Total Budget Amount be raised from the following sources:</del>	
<del>Tax Levy of Fiscal Year 2021</del>	<del>\$1,334,398</del>

### FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION A2

#### Overall Budget

Keefe Tech's FY21 Operating Budget is \$21,131,000, an increase of 6.84% over FY20. Primary Drivers of Increase:

- Significant Increase in Overall Enrollment
- Significant Increase in English Language Learners
- High Utilization Year in Health Insurance

#### Member Communities Assessment Offsets

- Increase in Chapter 70 Funds of \$1,201,636 due to enrollment increase, increase in English Language Learners and enhancements from the Student Opportunity Act.

### Other Assessment Offsets

Investment Income:	\$10,000
Excess and Deficiency:	\$250,000
Local Revenue Offsets – Tuitions & Medicaid	\$104,064
<b>Total:</b>	<b>\$364,064</b>

District enrollment is 795 students from our five member municipalities - an increase of 49 students, or 6.6%.

Keefe Tech's philosophy is to address any shortfalls without increases in assessment for the communities they serve.

### **Natick Budget Assessment**

- Keefe Tech has requested an appropriation of \$1,334,398 for FY21. This reflects a decrease of \$220,350 from \$1,554,748 in FY20, a decrease of 14.17% that is driven by a 14.3% reduction in enrollment from 70 to 60 Natick students.
- Keefe Tech administration continues to demonstrate a commitment to keeping costs manageable while delivering a high quality, trade-based education option for Natick students.
- NPS works collaboratively with Keefe Tech on curriculum sharing, professional development, and finding that "just-right" spot for a student who may not be succeeding here or there.

### **Risks**

This assessment appropriation is directly correlated to enrollment of students from Natick as well as across the entire district. Should other communities experience significant declines in enrollment, the total cost of operation of Keefe Tech increases proportionally for all member communities.

However, Keefe Tech is thriving and well-funded.

## **8-B1 Public Safety: Emergency Management, Parking Enforcement, Police**

### **FINANCE COMMITTEE RECOMMENDATION – MOTION B1**

MOTION B1 The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>12-1-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### **MOTION B1 (Requires a Majority Vote)**

Motion B1: (Requires majority Vote)	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the department shown under the associated categories, said funds are to be expended under the direction of the Department Head:	
<b>Emergency Management</b>	
Expenses	\$39,100
<b>Total Emergency Management</b>	<b>\$39,100</b>
<b>Parking Enforcement</b>	
Salaries	\$114,144
Expenses	\$104,833
<b>Total Parking Enforcement</b>	<b>\$218,977</b>
<b>Police</b>	
Salaries	\$7,345,073
Expenses	\$300,613
<b>Total Police</b>	<b>\$7,645,686</b>
<b>Total Budget Amount for Motion B1</b>	<b>\$7,903,763</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2021	\$7,823,763
Parking Meter Revenues	\$80,000

### **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION B1**

The General Government Subcommittee met with Chief Hicks and Ms. Marylee Watkins, Senior Administrative Assistant of the Natick Police Department. Chief Hicks presented a general overview of the department:

## Salaries

- There are four Unions representing the following departments – Superior Officers, Patrol Officers, Public Safety Dispatch, and Clerical. The Patrol Officers are at the FY21 bargaining rates. On June 25, 2020, Town Administration notified the Finance Committee that the town had a proposed memorandum of agreement with New England Police Benevolent Association, Inc. Local 82 Superior Officers; and New England Police Benevolent Association, Inc. Local 182 Dispatchers for payment of wages effective July 1, 2018 through June 30, 2020 for the sum of \$181,667 from Tax levy (Article 6 – Collective Bargaining).
- The Senior Executive Assistant to Chief is non-union. The Chief, Animal Control Officer, and School Crossing Guards are at FY20 rates.

The Chief described his budget approach by stating he starts budgeting based on needs and balances this with the goal of keeping his overall budget flat year-over-year.

## Police Expense Spending changes vs. prior budget are as follows:

- Training and Education budget increased by \$18,400 representing Academy fees for 4 new officers.
- Clothing & Equipment Budget increased by \$11,400 representing 4 new officer requirements.
- Accreditation Budget decreased \$6,000 based on FY21 needs.
- Assessment Center Budget decreased \$25,000 due to timing of Sergeant's and Lieutenant's exams occurring every other year. (Due to contractual obligation the department must have some money budgeted for promotional exams). The estimate is that ten officers will take exams at a cost of \$500 per officer.

## Police Payroll Spending changes vs. prior Budget are as follows:

- Total Personnel Services Budget for FY21 is \$7,345,073 vs. prior year budget of \$7,329,967, an increase of \$15,106 or 0.21%.
- Includes eight additional clerk hours – 32 to 40 hours as a result of changes to public records law and marijuana law.
- Addition of two new patrol officers, primarily for traffic enforcement.
- Court Overtime Budget decreased by \$10,000 (officers have the choice of getting paid for appearances or receiving compensatory time off. The newer members of force prefer taking compensatory time).
- Decreases to Additional Compensation - Supervisors (\$34,106 )and Additional Compensation - Operations (\$11,874) are due to the staff mix – there have been retirements i.e. 5 new supervisors.



- A member asked whether overtime pay and detail pay are included in determination of retirement benefits. The Chief responded they are not.
- A member asked for clarification of the police work on details and the use of flag people. The Chief informed us flag people is a collective bargaining subject and Natick cannot use contractual Flag services. The Chief pointed out this allows him to have direct supervision that he would not have with a contract person.
- A member asked about the adequacy of operating systems the department uses. He stated that the Department is keeping up with technology required to operate effectively and the records system is often funded by state & federal grants.
- A member asked about the four per-diem dispatchers and their costs. Chief Hicks said they are paid through a state grant that is funded by 911 surcharges on Massachusetts resident phone billings.
- A member asked whether the personnel additions requested for the FY21 budget will meet the projected needs of Natick for the next five years. Chief Hicks said, in his opinion, due to its size and complexity, the Natick Police Department needs a management level Deputy Chief to support the Chief and allow for succession planning. The Deputy Chief position is important, but for FY21, the addition of traffic officers is a higher priority citing that citizens have reported 300 areas of traffic problems this past year and the Department anticipates further issues due to development. Traffic issues in Natick need to have sufficient information gathered to develop a comprehensive traffic plan.

#### Parking Enforcement Budget

- All categories of spending are flat vs. prior year Budget.
- A member asked how the lease of the St. Patrick's parking lot is managed. Chief Hicks said it is a yearly lease that covers the fiscal year. The lot is 100% permitted and utilized fully. Natick residents get a discount on the parking fee for this lot.

#### Emergency Management Budget

- All categories are flat vs. prior year budget.
- The bulk of the Emergency Management spending is for the Rave System (Reverse 911 vendor).
- Chief Hicks pointed out that residents can establish a personal profile on the RAVE (911) System. The profile comes up when you call in. It can detail medications and other personal data of importance. All data is stored on the RAVE System – by the vendor.
- A member asked if anyone has tested or inquired about the RAVE System Security since it is storing resident data. Chief Hicks said he could not recall whether a security analysis has been performed, but it is known to be a secure system.

- A member asked how the Department determines when equipment requires replacement and who maintains the equipment. Chief Hicks said the most crucial pieces of equipment are those that are needed for daily operations and replacement is determined by industry standards and recommendation for replacement (cruisers, laptops, etc.). For example, police cruisers average 100k miles every 3 years and need to be replaced on that schedule (on average, 4-5 cruisers per year are replaced). Other equipment is replaced once it is determined that maintenance/repairs are no longer financially prudent.
- A member asked about the demographics of the Department or any other that will impact costs or benefits. Chief Hicks estimated that of the current 54 officers, eight are eligible for retirement. Fifteen officers have served twenty-five years or more and the remaining average ten years of service. Collective agreements create automatic costs each year during the contract time. In most cases, members have reached top step. Retirements become problematic since you cannot replace the officer until they actually retire. If you are lucky enough to complete the extensive hiring process and find a Police Academy graduate, on average, it takes a year before that new officer is working a shift on his/her own and you're forced to pay overtime to cover the shift they should be working.
- A member asked what regulatory changes are impacting the Department. Chief Hicks said two laws had an effect on their operation, primarily their administrative/records staff: the Public Records Expungement law and legalization of Marijuana. The addition of marijuana establishments in Natick will add to the duties of the Safety Divisions as well as our Operations/Patrol Division.
- A member asked, based on new residential and commercial building completed in past two years whether this FY21 budget provides staffing and equipment to meet town needs. Chief Hicks said it does for FY21. However, moving past FY21 there needs to be an evaluation of where the town's growth will grow and the impact on police services. These services cannot always be addressed by bodies but programs, supervision and operations may need to be adjusted. For example, given the increase in residential housing around the Mall, which historically was retail with a closing time, required an adjustment to the number of officers assigned to the area. Further, any addition of retail, housing or commercial adds to the already stretched traffic infrastructure which leads to more required police services.

## **8-B2 Fire**

### **FINANCE COMMITTEE RECOMMENDATION – MOTION B2**

MOTION B2 The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>12-1-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### **MOTION B2 (Requires a Majority Vote)**

<b>Motion B2: (Requires majority vote)</b>	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the department shown under the associated categories, said funds are to be expended under the direction of the Department Head:	
<b>Fire</b>	
Salaries	\$8,984,589
Expenses	\$283,275
<b>Total Fire</b>	<b>\$9,267,864</b>
<b>Total Budget Amount for Motion B2</b>	<b>\$9,267,864</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2021	\$9,267,864

### **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION B2**

The General Government Subcommittee met with Chief Lentini who presented a general overview of the department:

#### **Salaries**

- Chief Lentini told us that retirements of senior personnel and replacement of people at lower pay rates has resulted in a Personnel Services Budget of \$8,509,773 vs. a prior year bud - get of \$8,630,721 – a reduction of \$120,948 or 1.40%.
- The addition of a paramedic firefighter has been deferred until next year. Finding paramedics or individuals willing to commit to rigorous study and educational requirements has not been easy.
- The Chief indicated his long-term plan is to hire four additional firefighters over the next four years. His goal is to ensure the second ambulance is properly staffed at all times. He indicated

increased staffing should help reduce overtime by approximately \$125,000 – minimum staffing would be achieved with use of less overtime.

- Long-term illness, injuries and department vacancies drive overtime usage.
- Very few firefighters have a specific location assignment - assignments are based on where they are needed. The last increase in department staffing was 2008.
- The Chief is satisfied he can safely operate and protect residents with the current staffing.

### Expenses

- OSHA regulations now apply to fire departments. Among other things this requires firefighters to have two sets of turn-out gear.
- Natick's second set is mostly non-compliant so the Chief has put in a capital request for new gear. This includes up- to-date Nomex hoods (fire-resistant balaclavas). The updated Nomex gear ensures fire contamination and particulates are fully removed when washed.



- OSHA conducted a review of the Natick Department this past year. The inspector completed his review and commented in his several decades of inspections the Natick Department was one of the best he has seen.
- A member asked about staffing the second ambulance. The Chief stated when it rolls and the staffing for that shift is down one member, it is met on-scene by another engine containing the qualified skills to ensure fully-staffed services are delivered. The Chief stated he balances department priorities and can meet the ambulance level of care staffing needs currently.
- The Chief said a proposal was made to the union to allow Natick to train existing EMT's to the Paramedic level, but that proposal was rejected by the union.
- A member asked how the Department determines when foam and hoses require replacement. Chief Lentini said foam has a very long shelf life. The hoses they are replacing/buying are "high rise pack hoses". Given all the new construction they want to add some of this category of hose. Hose inspection involves high pressure testing and that testing is dangerous and must be done by trained individuals.
- A member asked for information on fire engine equipment fleet (purchase date, average length of service, replacement needs, and any other factors you feel will impact operational costs). There are four Fire Engines – the oldest bought in 2008 and the newest 2017. There are two spare

engines – (2001 and 2005). There are two Ambulances (2011 and 2017). The Ladder is a 2005. Each station has a rescue boat with motor. The equipment is maintained by Natick DPW. The Chief is pleased with the assigned mechanic's skill and work.

- A member asked what new projected developments will impact how firefighters train and are equipped Chief Lentini said “developments” has two definitions; new structures/businesses and technical changes. Concerning structures/businesses – the additional nursing home, senior living and housing rebuilding are causing constant response analysis for his department. Fuel cell automobile introductions require funds for new training with respect to crash extrications and car fires. Fuel cells (electric car batteries) can be very dangerous.
- A member asked whether regional firefighting and paramedical services is feasible. Chief Lentini said mutual Aid is a type of regionalization that is the most effective and referenced the 2019 downtown fire where firemen from multiple communities provided mutual aid. There is a form of regionalization in place today with respect to Technical Rescue, Dive Team, and HAZMAT Team responses.
- A member asked, based on new residential and commercial building completed in past two years whether this FY21 budget provides staffing and equipment to meet town needs. Chief Lentini said the FY21 budget allows him to effectively manage his department in a safe manner for his staff and Natick residents, but cautioned that future staffing discussions are needed to address the needs of the growing town.

## **8-C Public Works**

### **FINANCE COMMITTEE RECOMMENDATION – MOTION C**

MOTION C The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>11-1-1</b>
	DATE VOTED:	<b>June 30, 2020</b>

### **MOTION C (Requires a Majority Vote)**

<b>Motion for Section C : (Requires a majority vote)</b>	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments shown under the associated categories, said funds are to be expended under the direction of each Department Head or Director:	
<b>Department of Public Works</b>	
Salaries	\$3,955,991
Expenses	\$2,972,185
Municipal Energy	\$1,443,100
Snow & Ice	\$550,000
Total Department of Public Works	\$8,921,276
<b>Total Budget Amount for Motion C</b>	<b>\$8,921,276</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2021	\$8,921,276

### **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION C**

The Finance Committee DPW Subcommittee met with Jeremy Marsette, Director of Public Works, and his staff on January 28, 2020, January 30, 2020 and June 10, 2020.

#### **Federal Mandates**

- In 2019, the town was required to meet the same OSHA standards as the private sector. Unlike peer towns, DPW does not have a dedicated Safety Officer responsible for meeting these new standards.
- As of January 6, 2020, there are new regulations from the Federal Motor Carrier Safety Administration (FMCSA), which has created a drug and alcohol clearing house for states to

share data. Going forward, all CDL (Commercial Driver's License) drivers have to be screened annually and added to the database along with any reportable incidents. The database does not contain historical data. This regulation will create an additional administrative burden. Training has been conducted and, at this point, Natick is in full compliance with this mandate.

### Five-year Roadway Plan

- The DPW is working with the Select Board on how to address unaccepted roads and developing a path forward.
- There will be an update to the five-year roadway improvement plan, which will have some fairly significant changes starting in calendar year 2021. Some roads will be moved forward and, in other cases, roads which have not deteriorated as quickly will be deferred. Efforts are made to align the five-year plan with roadway conditions and prioritize unaccepted roads covered in the plan.
- 2019 Fall Town Meeting action allowed the town to perform interim maintenance on unaccepted roads and several unaccepted roads were also accepted. Streets created under the post-modern subdivision control law can qualify for special legislation for simplified street acceptance. However, there is a great deal of administrative effort involved in any street acceptance. The Select Board and Town Meeting can accept a street in any condition, if they so choose.
- Water services and utility work need to be finished in advance of paving, which is challenging given staff levels. There are almost 300 water services that may need replacement for paving planned for a year from now. Bids for contractors have had no response and will be rebid with a modified scope.

### Technology

- The DPW has implemented an electronic time and attendance system from Kronos. Staff logs in via a key fob and data is stored in the cloud. The system can also be used by snow contractors. The time and attendance system proposed by the town in the FY21 budget may be a different system, due to differing requirements.
- A work order system is being explored as a longer-term initiative. This may require some additional staffing and a change in operations. The department would like to replace SeeClickFix with a system that has a customer portal.

### **JANUARY BUDGET DISCUSSION**

- The DPW proposed five new initiatives, with two included in the town administrator's budget: additional staff for Land, Facilities and Natural Resources (2 positions vs. 3 requested) and funding for a Vegetation Management Plan.
- Not funded were initiatives for three staffing additions: Assistant Director of Public Works, Applications Manager and Highway & Sanitation Division Administrative Assistant. These initiatives were also proposed in prior years.

- Public Works has 53 full time employees funded out of the general fund and 28 out of the water and sewer enterprise fund. There are two other employees located in town hall funded by the water and sewer enterprise fund.
- The overall DPW budget request for FY21 is \$8,864,044, a -.55% decrease from FY20. The primary reason for the decrease is \$400K less in STREET & SIDEWALK MAINTENANCE which had a one-time supplement in FY20 using interest income from the Kennedy Middle School/West Natick Fire Station borrowing.
- Both the Laborers' Union 1116 and the Supervisors' and Administrators' Association contracts expired June 30, 2019 and are under negotiation.

### Engineering Budget

- Salaries decreased due to a hiring a Project Engineer at a salary less than budgeted.
- Largest expense is \$30K for MS4 storm water permit compliance which funds a consultant. The prior permit just covered street drainage, but now covers all town properties, including buildings, parking lots and athletic fields. Each year there are more requirements under the permit – this year a focus will be on a phosphorous management plan. This plan may trigger either increased maintenance efforts or new capital projects in the future.

### Land, Facilities & Natural Resources Budget

- Benchmarking efforts with peer towns identified that LFNR was significantly understaffed for similar amounts of work and service provided
- Two additional skilled labor positions were added primarily to service the Cochituate Rail Trail (2 mile+ linear park with 20 acres of maintained area) and Kennedy Middle School, which has a number of 'green' stormwater treatment features, an outdoor classroom and a synthetic turf field. The new laborers will be able to assist in town-wide landscape activities and will also provide snow removal services. The new Dog Park will also need a higher level of maintenance.
- Annual services for KMS and CRT will be required for planting supplies, tools, tree services and mowing. In the FY21 budget, CRT operational expenses total \$39,500 and KMS operational expenses are \$90,500. Annual ongoing expenses for KMS and CRT will be at comparable levels.
- A new initiative funds \$30K in contractor services to apply herbicides in Rights of Way, including the CRT. Herbicide application in Rights of Way requires a special pesticide license not held by internal staff. A Vegetation Management Plan, which is required in order to apply herbicides within Rights of Way, is under review by the Commonwealth.

### Administration Budget

- This budget is for administrative staff that supports all of Public Works. Salary adjustments are by contract or merit.



- TRAINING & EDUCATION includes OSHA compliance and other training such as excavation, confined space and tree work training. In 2019, training was partially funded by a \$30K grant. There is no budget increase vs. FY20.

### Municipal Energy Budget

- Electrical usage is falling due to sustainability efficiency projects, solar panels and LED lighting retrofits. Supply costs are under contract and are generally steady. The overall cost per kWh is expected to be 2.5% higher for FY21, mainly due to increasing distribution charges from Eversource.
- Electric car charging stations at East, NHS and Cole are fee-based. Stations at the Community Senior Center, Public Safety complex and Pond St were grant-funded and are all free and will remain so.

### Equipment Maintenance Budget

- Keeping and recruiting mechanics has been a challenge. Staff turnover has resulted in the Division being fully staffed for only six months out of the last five years. The Division is fully staffed at present. There are programs to provide incentives to mechanics to obtain additional certifications which has helped somewhat with retention.
- Fire trucks are being kept up to new NFPA (National Fire Protection Association) standards. Having an employee with previous fire truck experience has lessened the need for outside services and improved turnaround times.
- The tire capping policy was revisited after a truck experienced a blowout on the Mass Pike. In keeping with similar policies for other large fleets, tires over 5 years old will no longer be recapped. Front tires will not be recapped; rear tires can have one repair.
- The VEHICLE SUPPLIES PARTS budget has typically been overspent. The FY21 budget is higher to better align with actual expenses and expenditures. Budget drivers are repairs on fire trucks and the sanitation fleet, especially recycling truck arms. Unknown large expenses, such as unanticipated engine or transmission rebuilds, make this budget more difficult to forecast.
- VEHICLE BODY DAMAGE & REPAIRS is increasing slightly due to the revised state inspection sticker process, which uses monitored cameras. Vehicles with minor body damage are no longer passing inspection at local garages.

### Highway & Sanitation Budget

- The single-stream recycling contract is being discussed by the Select Board under Executive Session. The Town was recently sued by E.L. Harvey concerning fees the company was to pay Natick for recycling services. RECYCLING CURBSIDE is budgeted at FY20 levels.
- Curbside composting was studied and determined that it would not yield a net savings to the town. The program is now privately operated. Our PAYT vendor Waste Zero is looking into a co-collection pilot program via a grant from the DEP. There would be 4 different color bags for solid waste,

organics, plastics and paper which could be collected by one truck. The pilot would be for 350 households.

- The \$70,000 decrease in TEST/DISPOSAL ST SWEEPINGS is offset by a commensurate increase in CATCH BASIN CLEANING. Catch Basin Cleaning was not a separate budget line item in FY20. Catch basin cleanings are considered solid waste and cannot be used as fill.
- The gas flaring station at the former landfill is aging and is requiring more maintenance. Gas is declining in production but still needs to be flared weekly manually. DPW is looking at a proposal to remotely operate the flaring station.
- The largest decrease is in STREET & SIDEWALK MAINTENANCE where investment earnings from the Kennedy Middle School/West Natick Fire Station borrowing provided a one-time budget supplement of \$400K in FY20. No additional roads were paved last summer vs. the 5-year roadway improvement plan because it takes time to ramp up infrastructure improvements such water services. Less of the town's capital supplement was used and will be available to fund more roadwork in future years.

## **JUNE 10 BUDGET DISCUSSION**

*Note: this discussion was based on the June 8, 2020 Town Administrator's amended preliminary budget.*

- No initiatives were cut in the June 8 budget
- A new three-year contract is in place with Casella, through June 2023, which adds \$212,500 to the FY21 budget. The town will now pay to recycle with tipping fees are estimated to be \$80/ton. Our estimated trash tipping fees, at \$70/ton, are less than the recycling fee. However, the state (DEP) does not allow recycling materials to be burned at the incinerator.
- A reduction in hours for clerical staff due to office closure on Mondays results in a decrease of \$24,845
- \$70,000 in savings is projected due to lower gasoline and diesel prices. Unleaded fuel is \$2.30/gallon vs. \$2.65 in January. Diesel is also \$2.30/gallon vs. \$2.70. Fuel is purchased under a statewide contract with no taxes added. Prices are at a market rate and are not fixed.

## **JUNE 30 BUDGET DISCUSSION**

*Note: this discussion was based on the current Town Administrator's amended preliminary budget.*

The reduction in hours for clerical staff has been eliminated. **However, the initiative for 2 additional LFNR workers, which was included in all previous budgets, has been removed.**

*On June 30, 2020 Finance Committee moved to approve Article 8 Motion C by a vote of 11-1-1.*

## **8-D Community Services and Health Services**

### **FINANCE COMMITTEE RECOMMENDATION – MOTION D**

MOTION D The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>11-2-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### **MOTION D (Requires a Majority Vote)**

<b>Motion for Section D: (Requires majority vote)</b>	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the following departments under the direction of each Department Head or Director:	
<b>Community Services</b>	
Salaries	\$1,481,600
Expenses	\$524,358
Total Community Services	\$2,005,958
<b>Board of Health</b>	
Salaries	\$593,823
Expenses	\$76,850
Total Board of Health	\$670,673
<b>Total Budget Amount for Motion D:</b>	<b>\$2,676,631</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
<b>Tax Levy of Fiscal Year 2021</b>	<b>\$2,676,631</b>

### **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION D**

The General Government Subcommittee met with Susan Ramsey, Director of Senior Center & Community Services.

#### **Human Services (combined with Council on Aging)**

The Human Services budget has been combined with the Council on Aging Department (COA).

- COA preliminary FY21 Budget contains staffing in the amount of \$137,237; (\$134,880 in FY20) and expenses of \$1,000 for travel and \$5,000 for contract service; (\$6,000 in FY20) for Human Services functions.
- COA delivers approximately 31,500 units of services to approximately 3,165 individuals. These figures exclude Veteran's Services.
- Natick's 60-and-over population is outpacing the 18-and-under population and this trend is expected to continue. The Center's programs are available to all the community – not just those over 60 years of age.
- Demand for transportation services by seniors increased in 2019. The COA Natick Connector ridership increased substantially in 2019 (approximately 35%) with more than 1,000 rides provided by volunteer citizen drivers. There is also a taxi coupon program.
- Seniors 80+ experience more isolation because they tend to remain at home and the Center is evaluating the use of technology to reach this age group.
- The Center has requested a State Grant to provide support services to Chinese and Indian Seniors.
- The Center partners with organizations and schools to support programs. For example, there is a CAPSTONE Program with Natick High that places students with opportunities at Center. The Sages & Seekers Program matches students and seniors. Walnut Hill also provides performances for seniors.

#### Salaries

- Human Services last year were budgeted at \$128,032. These costs are in the COA's FY21 Budget for \$137,237, an increase of 7.19% or \$9,205.
- Salaries Management increased 25.46% or \$20,374 due to a change in responsibilities/title of the COA Director with the promotion of the COA Director to Director of Community Senior Center & Community Services who oversees the Community Senior Center, COA, Human Services, Veteran Services, & the Natick Community Organic Farm.

#### Expenses

- Expenses increased by 52.17% or \$26,616 (if Human Services Contract Counseling 2020 Budget data is properly included in COA's FY21 Preliminary Budget, the real increase is \$21,616). The bulk of the increase - \$15,000 was for Postage. In Fall 2019, Town Administration agreed to fund postage for the COA to send out its newsletter (an expense previously covered by the Friends of the Natick Senior Center, a 501c(3) non-profit chartered to raise funds to support programs and services run by the COA.) The Friends had requested additional funds to support the food service operations (Café) at the Senior Center. This resulted in increased postage costs because the Friends received non-profit postal rates when they funded it and the Town does not receive those discounted rates. The food service program is totally independent from Senior Center Services. The COA continually evaluates the food services hosted at the center including nutritional needs of seniors.

#### Committee questions:

- A member asked about the impact of the closing of Leonard Morse Hospital. Ms. Ramsey indicated they will be evaluating this impact but feels that the ride assistance services for seniors to see their doctors will be impacted. She cited that she wanted to learn about a senior ride program that Newton has to learn more about how it operates.
- Town Administration is completing an evaluation of restoring the Center's ability to rent facilities without violating state Regulations (this became a problem in 2019 and external out of town rentals were stopped).

### Recreation & Parks

The General Government subcommittee met with Recreation & Parks Director Karen Partanen.

Ms. Partanen described the FY21 Preliminary Budget has decreased slightly as compared to prior year with any increases being the result of public demands for services:

- Salaries Operational Staff decreased from \$95,363 to \$64,864 in the final budget due to removal of a new initiative for the part-time Teen Center Staff position.
- Budget line Salaries Additional Compensation decreased from \$2500 to \$0. This was a longevity payment that need not be paid for an Administrative Assistant who retired and will not be on the FY21 payroll.
- The Cole Center has approximately 210 individual programs. Programs include approximately 91 teen programs offered throughout the year. Programs include cooking, financial literacy, athletic activity, tours to historic sites, etc. The participants in the programs pay a \$25 fee (it can be waived based on Natick Service Council review of financial condition of participant). Program fees go to a Revolving Fund.
- During the summer, the Revolving Service Fund is used to hire three part time seasonal employees for programs.
- The Boston Athletic Association (BAA) provides some funding for equipment and supplies for the Center and these funds go directly to a cost center used by the Recreation & Parks Department.
- An Opioid Task Force grant through the Department of Public Health provides some funding for the Center for contractual services but it cannot be used for staffing the Teen Center. The Task Force is attempting early education.
- The Center overlaps the ASAP for sixth – eighth grade aged children. This school year program at has 25 participants per day (maximum that the staff and building can handle on a daily basis is 35).
- Each year during the capital budget process, an appropriation request is made to build a new Cole Center, but it was not included in the final FY21 capital budget - the building is old and steadily deteriorating. At present, the Cole Center is on the FY25 capital plan.
- The Navy Yard playground is now open! Subject to COVID-19 restrictions
- East Park is also open, but still has contamination issues that town administration is attempting to address and some electrical issues need to be resolved at that site.

### Veteran's Services

- Natick has approximately 960 veterans and the Veteran's Services group works with more than 1,000 veterans each year. Many young recently discharged veterans seek initial advice of the Director even if they are not Natick residents.
- The Director receives a listing/notice from the secretary of Massachusetts informing him of Natick veterans being discharged.
- The Director is certified to work and process national claims and certification is not widely held.
- In addition to the Veterans Director, the COA and Human Services departments offer assistance to veterans by educating them on understanding their needs and how to apply for non-veteran-related benefits they may be entitled to receive.
- Salaries and Expenses for Veteran's Services decreased from \$474,335 in FY20 to \$438,485 in FY21, with the biggest change was a reduction in the Veteran Cash Allowances line item
  - The Veterans 2021 Preliminary Budget Cash Allowance decreased by 28.22 % or \$39,311. There are many reasons for this decrease are:
    - The income test for this assistance causes younger veterans not to qualify since their income is greater than the assistance program maximum.
    - Veterans and their widows are living longer and can't live on their own. When they leave their home, the cash allowances end (veterans and survivors living in assisted living or nursing homes do not qualify for the allowances).
    - Veterans and spouses from the WWII era are dying off at greater rate.
- The State of Massachusetts reimburses 75% of the Town of Natick Veterans' Budget. The money is trued up every July.
- The Department has reached out to UMASS Boston to complete an assessment of Natick's veteran population and their needs. Veterans can be secretive and discreet concerning their needs and to whom they confide. Funding for the assessment is through a State of MA grant.

### Natick Community Organic Farm

The total Farm Budget is \$180,613 for Salaries of Farm Supervisor and the Farm Director with a part time assistant and is unchanged from FY20. The Conservation Commission is the agent for the town and leases the land to the farm (30-year lease beginning April 1, 2014). The lease contains specific language with respect to how the farm must operate - educational programs offered to the town, and operate as a non-profit 501(c)3 organization.

The lease details the services the town provides to the farm:

- Electricity, water and sewer service
- Dumpsters must be provided and emptied by the town
- The town is responsible for maintenance of the farm and barn buildings.
- Capital improvements to the barn and office/workshop buildings are the responsibility of the town.

- The farm is responsible for obtaining Workers Compensation (for the non-profit employees), Commercial General Liability Insurance, Auto Liability Insurance, and Excess Liability Umbrella Form Insurance. The town is named as additional insured on each policy.
- The Town provides workers compensation and pension for the three Town employees.
- The job opportunities and K-4 programs provide a value of approximately \$300,000 (based of W-2 data and donated time) to the Natick community.
- The Farm returns approximately \$108,000 of the budgeted Salaries to the Town Recreation and Parks Department from its operations.
- Health care and pension benefits are provided to the Farm Director by the town (these costs are included in the Shared Service benefits costs)
- The Farm receives donations and grants (some are restricted endowments for specific use). These donations and grants are invested in marketable securities and the Farm keeps a balance on hand to meet two years of Operating Expenses. Excess non-endowed funds are used based on determined needs.
- The farm has an independent audit performed annually. The Audit Report is available to the town. The reports have contained clean – unqualified opinions.

#### Health Department (Board of Health)

The FY21 Budget request is a slight decrease from \$674,254 in FY20 to \$670,673 in FY21.

- The initial Town Administrator FY21 budget proposed an increase in the salary for the Director of Public Health based on the expanded responsibilities of the position and to bring the salary of the position in line with comparable communities and to take on the proposed additional task of assisting with strategic planning to fill a portion of a currently unfilled position (Director, Strategic Initiatives and Partnerships). With the heavy workload placed upon the position and the department, especially during these past 4 months, the Director said it was not possible to take on additional duties. Further, in view of the challenging financial situation in the community, the Director turned down the salary increase citing that he could not accept a salary increase when my fellow employees are facing potential furloughs, layoffs and/or a reduction in pay. The Director acknowledged the recognition of importance of the position and the department's work by the Town Administrator, but stated that it is not the right time for the proposed increase. The Board of Health have been informed and are in agreement with that decision. The Board of Selectmen has also been notified.
- Thus, the salary budget line has increased only to meet union contract obligations therefore resulting in a bottom-line increase of 1.12%.

#### Expenses

Expenses decreased by \$10,150. The reason is that, for the past two years, the Substance Prevention and Outreach Program Operation expense has been subsidized by three grants and a gift account. The following is a list of the subsidies, the amount funded, and the years remaining:

- Drug Free Community Grant: \$125,000/year for 5 years: 3 years remain on grant

- 2020 Legislative Earmark Grant: \$215,000 for Public Health, Veterans Services and Substance Prevention. (cannot be used for salaries)
- PhRMA Grant: \$20,000 Open Time Limit, \$10,000 remaining balance
- Gift Account: \$5000 remaining balance

There is sufficient funding available in the accounts noted above to subsidize the operations of the program without placing any shortfall on the needed resources.

#### New Initiatives:

- Merged Opioid Task Force and Natick Together for Youth and re-branded them under one umbrella called "Natick180". This initiative developed and implemented a comprehensive web site to provide information to all age groups and educate them on substance abuse issues. The department continues to be deeply involved in substance use prevention and outreach efforts.
- The increase in food service sales and construction activity has increased the number of inspections performed. There was an increase of approximately 400 – 500 site inspections/permit reviews this past year.

#### Outside Sources of Revenue Augmentation:

The Health Department applies for and receives many grants as well as donations. Some of the major grants include The Drug Free Community grant of \$125,000 per year for five years.

#### Risks Associated with this Budget:

- Increasing number of required inspections have a major impact on the resources of the department. This is placing a strain on resources of the department. The department is performing plan/sub division reviews that could be considered as engineering work. The department does not have engineering skills and would like to have a shared engineer position with other departments to perform this work.
- Vaping among the teenage population is a topic of increasing concern in the public health field. It is highly addictive and there are currently no studies available regarding the long-term health consequences of teen vaping. The Board of Health will work with the Natick Public Schools on the growing problem of vaping in the middle schools and the high school.
- The Drug Free Community (DFC) Grant of \$125,000 per year for five years is non-renewable. Once these funds have been expended, the Health Department cannot reapply for a DFC grant. This grant covers the 1.5 FTEs who are working on Substance Prevention, including vaping, in the community.
- The closing of activities at Leonard Morse Hospital is expected to impact ambulance services and where residents are transported in an emergency (residents in certain parts of town going to different hospital locations).



- They use tablets for food inspection. However, following a food inspection they must leave a copy of inspection report and this requires better tablet capabilities and this has been identified as a need to Town Administration.
- The department could use another inspector. However, if the engineering review tasks they perform were reassigned it may alleviate this need.

## 8-E Administrative Support Services

### FINANCE COMMITTEE RECOMMENDATION – MOTION E

MOTION E The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>11-1-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### MOTION E (Requires a Majority Vote)

<b>Motion E: (Requires majority vote)</b>	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments shown under the associated categories, said funds are to be expended under the direction of each Department Head or Director:	
<b>Board of Selectmen</b>	
Salaries	\$1,139,521
Expenses	\$464,738
Total Board of Selectmen	\$1,604,259
<b>Personnel Board</b>	
Expenses	\$1,000
Total Personnel Board	\$1,000
<b>Town Report</b>	
Expenses	\$4,100
Total Town Report	\$4,100
<b>Legal</b>	
Expenses	\$400,000
Total Legal Services	\$400,000
<b>Finance</b>	
Salaries	\$1,176,005
Expenses	\$422,330
Total Finance	\$1,598,335
Motion continued on next Page --->	

<b>Information Technology</b>	
Salaries	\$359,889
Expenses	\$1,190,500
Total Information Technology	\$1,550,389
<b>Town Clerk</b>	
Salaries	\$276,201
Expenses	\$47,350
Total Town Clerk	\$323,551
<b>Elections</b>	
Salaries (Registrars)	\$98,150
Expenses (Registrars)	\$55,500
Total Elections	\$153,650
<b>Sealer of Weights &amp; Measures</b>	
Salaries	\$30,400
Expenses	\$990
Total Sealer Weights/Meas.	\$31,390
<b>Community Development</b>	
Salaries	\$882,545
Expenses	\$80,900
Total Community Development	\$963,445
<b>Total Budget Amount for Motion E</b>	
	<b>\$6,630,119</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2021	\$6,630,119

## FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION E

### **Board of Selectmen and Town Administrator**

The FY21 Budget appropriation request is \$2,067,975 vs. the FY20 Budget of \$ 2,713,620.

### **Budget Highlights:**

- Salaries increased by 9.64%. This was primarily due to the transfer from the IT Department of the Communications Officer to the BOS Department.
- Expenses for FY21 increased 12.28%. The Communications Expense spending increased by \$50,000 to improve the 311 communication system used to keep taxpayers informed on a real time basis.
- Contract Settlements decreased from \$1,100,000 in FY20 to \$350,182.69 in FY21 because monies in the Collective Bargaining Agreement (CBA) settlements line item from FY20 were used for contract settlements with the New England Benevolent Association, AFL-CIO, Local 82 - Superior Officers and New England Police Benevolent Association, Inc. Local 182 – Dispatchers (\$181,66.110) and

Deputy Fire Chiefs' Association, Local 1707 -Deputy Fire Chiefs and International Association of Firefighters, AFL-CIO, Local 1707 – Firefighters (\$568,150).

New Initiatives: None.

Outside Sources of Revenue Augmentation: None.

Risks Associated with this Budget: Settling all the Collective Bargaining Agreements.

### **Finance Department**

The FY21 budget appropriation request is \$1,598,335 vs. the FY20 budget of \$1,536,901 a nominal 0.38% increase. Approximately 2% increases for payroll or expenses. Items were budgeted based on activities required.

The Collector/Treasurer Salaries budget was 10.06% or \$31,772 less than previous year. This reduction was due to change in mix of people in department (same number of people as in previous year).

We were not prepared to discuss questions submitted by town a resident. Sean O'Brien, Finance Department will get back to Sub Committee with responses.

New Initiatives: None.

Outside Sources of Revenue Augmentation: None.

Risks Associated with this Budget: Settling all the Collective Bargaining Agreements.

### **Information Technology**

The FY21 Budget appropriation is \$1,550,389 and this represents a 5.89% increase over the FY20 Budget of \$1,464,138.

#### **Highlights of Budget:**

- Salary expenses decreased by 13.31%. This was due to the transfer of the Communications Officer to the Board of Selectmen / Town Administrator budget.
- Expenses increased 13.49% to \$1,190,500. This was due to increases in Software Servicing of \$18,000 (three new modules to support town needs in 2019 - Employee Self Service, Tyler Content Management, and Tyler Cashiering), \$26,000 in Hosted Applications (new hosted systems or adding new users – increasing license costs), \$20,000 in telephone system maintenance, and \$52,500 in LAN/WAN Maintenance (the majority of this expense is to obtain a Security Assessment of town systems. This requires the hiring of a contractor who specializes in these security assessments. The

deliverable is that the town not only gets an assessment, but receives advice on how to bolster security, if necessary. The remainder of the increase is to obtain 24x7 security monitoring).

New Initiatives: None.

Outside Sources of Revenue Augmentation: None.

Risks Associated with this Budget: None.

### **Town Clerk**

The FY21 Budget appropriations request is \$323,551 a 0.55 % decrease over the FY20 budget of \$325,335.

#### **Highlights of Budget:**

- Total Salaries are increasing 0.74%. This increase is for Overtime to cover town election activities, including early voting.
- Purchased Services Misc. are up \$1,200 as a result of increased costs for voting and Bylaw updates and recordings.

New Initiatives: None.

Outside Sources of Revenue Augmentation: None.

#### **Risks Associated with this Budget:**

- Response to Open Meeting Law requests, increased early voting and increasing records requests are straining resources of the department.

### **Elections**

The FY21 Budget appropriations request is \$153,650 and this represents a 39.05% increase over the FY20 Budget of \$110,500. This Budget is based on the number of elections. There are three elections in FY21 – a Senate primary election in September, a Presidential election in November and a local election in March 2021. Because of the pandemic, many voters are voting by mail and these ballots still need to be fed into the voting machines on the day of the election. There may also be early voting offered for the Presidential election. Expenses are determined by the number of elections and the number of poll workers, etc.

#### **Highlights of Budget:**

- Salary Operational Staff is increasing 77.17% from \$55,400 in FY20 to \$98,150 in FY21. The increases are for stipends, town clerk, registrars, poll workers wardens, and special duty police officers.
- Expenses for election encoding fees are increasing \$600 as a result of the maintenance of voting machines and costs of programming the machines. Encoding is done for each election at the Town/State/Federal levels.

New Initiatives: None.

Outside Sources of Revenue Augmentation: The Town is reimbursed some percentage of funds for elections.

Risks Associated with this Budget: Voting machines break down and interrupt voting operations.

### **Town Report**

The FY21 Budget appropriations request is \$4,100 and this represents a 0% increase over the FY20 Budget of \$4,100.

Highlights of Budget: This budget is level-funded for the production of 400 copies of the Town Report

New Initiatives: None. The Town Administration will continue to look for opportunities to reduce the number of Town Reports printed.

Outside Sources of Revenue Augmentation: None.

Risks Associated with this Budget: None.

### **Legal Services**

The FY21 Budget appropriations request is \$400,000 and this represents a 21.89% decrease from the FY20 Revised Budget of \$512,100.

Highlights of Budget:

- Legal Services are provided by an independent contractor, appointed in one-year terms by the Board of Selectmen.
- Expenses are down \$112,100. The Town settled two open contracts in FY20. There is some pending litigation, but no details can be provided. The funds included in the FY21 budget represents the town's best estimate for open items that may require requisite Counsel.

New Initiatives: None.

Outside Sources of Revenue Augmentation: None.

Risks Associated with this Budget: None.

### **Sealer of Weights and Measures**

The FY21 Budget appropriations request is \$30,400 and is unchanged from the FY209 Budget of \$30,400.

Highlights of Budget: None

New Initiatives: None.

Outside Sources of Revenue Augmentation: Fees from this service are projected to be \$12,500 in FY21.

Risks Associated with this Budget: None.

### **Community and Economic Development**

The FY21 Budget appropriations request is \$963,445 as compared with the FY20 Budget of \$963,456.

Highlights of Budget

- Salaries and Expenses are flat.
- Training Expenses have been reduced to offset increases in required expenses (Printing/Advertising and Office Supplies) for the 2021 Budget. Permits must be advertised to the public. Office Supplies increased primarily due to the need for safety gear. Building inspectors are required to wear proper safety gear when performing inspections, and inspecting damages to property (i.e. fire damage).

New Initiatives: None.

Outside Sources of Revenue Augmentation:

Risks Associated with this Budget:

- The technology in place to manage the permitting process is called Muncity. This program will be evaluated to determine whether it can handle online applications and help the CED department to communicate seamlessly with other departments. If Muncity cannot meet these needs, a new alternative system will be proposed in FY22 Budget.
- The complexity of requirements for permitting may cause issues with respect to communications and proper collections of fees. The CED Director's goal is to have a seamless process that will keep all appropriate Natick departments aware of permits and make it easier for applicants to understand and navigate requirements.
- In 2019, there was a significant increase in building permits – there were 5,000 – 7,000 in 2019. These were related to new construction or additions. The ZBA and Conservation Commission have also experienced increased permits.
- The department does not have an individual who manages special permits which require tracking from the beginning to the end of the project to ensure compliance and proper collection of all fees.



## 8-F Committees and Commissions

### FINANCE COMMITTEE RECOMMENDATION – MOTION F

MOTION F The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>14-0-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### MOTION F (Requires a Majority Vote)

<b>Motion F: (Requires majority vote)</b>		
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the the multi-member board shown under the associated categories, said funds are to be expended under the direction of each multi-member board:		
<b>Finance Committee</b>		
Expenses		\$32,800
Total Finance Committee		\$32,800
<b>Commission on Disability</b>		
Expenses		\$750
Total Commission on Disability		\$750
<b>Natick Cultural Council</b>		
Expenses		\$700
Total Natick Cultural Council		\$700
<b>Historical Commission</b>		
Expenses		\$750
Total Historical Commission		\$750
<b>Historic District Commission</b>		
Expenses		\$550
Total Historic District Commission		\$550
<b>Affordable Housing Trust</b>		
Expenses		\$80,000
Total Affordable Housing Trust		\$80,000
<b>Total Budget Amount for Motion F</b>		<b>\$115,550</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:		
Tax Levy of Fiscal Year 2021		\$115,550
		<b>\$115,550</b>

### FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION F – None

## 8-G Shared Expense

### FINANCE COMMITTEE RECOMMENDATION – MOTION G

MOTION G The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>12-1-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### MOTION G (Requires a Majority Vote)

<b>Motion G: (Requires majority vote)</b>	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of funding the accounts and funds shown below, said funds are to be expended under the direction of the following officials or committees: Employee Fringe Benefits - Town Administrator; Property and Liability Insurance - Town Administrator; Contributory Retirement System Pension Liability – Collector/Treasurer; Non Contributory Retirement Pension Liability - Comptroller; Debt Service - Collector/Treasurer; Reserve Fund – Finance Committee; Facilities Management - Town Administrator & Superintendent of Public Schools.	
<b>INSURANCES &amp; BENEFITS</b>	
<b>Employee Fringe</b>	
Other Personnel Services	\$16,938,091
Other Personnel Services - Merit / Performance	\$0
Total Employee Fringe	\$16,938,091
<b>Property &amp; Liability Insurance</b>	
Purchased Services	\$863,972
Total Prop. & Liab. Insurance	\$863,972
<b>RETIREMENT</b>	
<b>Contributory Retirement</b>	
Pension Assessment	\$10,825,274
Total Contributory Retirement	\$10,825,274
<b>Non-Contributory Retirement</b>	
Pensions	\$18,121
Total Non-Contributory Retirement	\$18,121
<b>DEBT SERVICE</b>	
Expenses	\$15,143,814
Total Debt Service	\$15,143,814
<b>RESERVE FUND - FINANCE COMMITTEE</b>	
Expenses	\$250,000
Total Reserve Fund	\$250,000

<b>FACILITIES MANAGEMENT</b>	
<b>Facilities Management</b>	
Salaries	\$2,847,824
Expenses	\$704,500
Total Facilities Management	\$3,552,324
<b>Total Budget Amount for Motion G</b>	<b>\$47,591,596</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2021	\$16,591,811
State Aid	\$10,213,391
Local Receipts	\$12,531,078
Free Cash	\$2,000,000
Overlay Surplus	\$1,000,000
Title V Septic	\$0
Water-Sewer User Fees	\$2,697,486
Golf User Fees	\$55,090
General Stabilization Fund	\$2,300,000
Premiums	\$80,578
School Building Assistance	\$122,162
	<b>\$47,591,596</b>

## FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION G

### Property and Liability

The FY21 Budget appropriations request is \$863,972 and this represents a 1.99% increase over the FY20 Budget of \$807,150.

### Highlights of Budget:

Property and Liability does not include any healthcare insurance or any of the worker's compensation insurance. Those are both under Employee Fringe within Shared Services. Town Administration works with an insurance agent to come up with the budget numbers. Prior to preparing the budget, Town Administration does a complete review of physical assets including buildings and contents; motor vehicles; water/sewer assets; machinery etc. With each new acquisition and new building comes a requisite review of insurance needs and valuations. The Property and Liability Insurance budget is a shared expense with the School Department.

New Initiatives: None.

Outside Sources of Revenue Augmentation: None.

Risks Associated with this Budget: Forecasting future insurance needs

## **Facilities Management**

The FY21 Budget request is \$3,426,619 and this represents a 2.35% increase over the FY20 Budget of \$3,426,619.

### **Highlights of Budget:**

- Salaries are increasing from \$2,819,501 in FY20 to \$2,8667,602 in FY21.
- Reinstatement of Project Manager, a Grade 3 position budgeted at \$75,288 per year. This Project Manager is a registered architect that is LEED- and MCPPO-certified with over 30 years of experience in Facilities, including public organization. The Project Manager was slated to be laid off on June 30, 2020, but was not. This was based on feedback from both the Facilities Director and Natick Public Schools because there are many projects that need to be managed well.
- Two previously approved custodian positions were deleted from this budget. The cost of this trade-off was budget-neutral.
- The Repairs and Maintenance budget is up to offset costs for additional agreements that are needed to provide key on-call services (HVAC Mechanical, HVAC Controls, and Plumbing).
- The Contract Cleaning costs are up based on bids received to provide contract cleaning services. New contract is at a higher rate than the previous contract.
- Supplies are up to ensure we are providing the required level of service and provide for additional needed cleaning services (floor refinishing, carpet shampooing/extracting, concrete floor scrubbing, and window cleaning).

**New Initiatives:** None.

**Outside Sources of Revenue Augmentation:** None.

### **Risks Associated with this Budget:**

- The two custodian positions that were eliminated will be needed to support the opening of the new Kennedy Middle School and may need to be added mid-year. These custodians are needed to maintain the additional 75,000 sq. ft. that will be added when the new Kennedy Middle School comes online in January. Short-term, the three current Kennedy Middle School custodians will not have the bandwidth to take on the additional square footage of the new middle school in January 2021.
- Facilities Management's operations have been dramatically affected by the COVID-19 pandemic. Facilities Management is working on designing, procuring, and installing systems needed for town and school buildings to prepare them for re-opening in the new COVID-19 environment. We estimate over 10,000 items that will cost close to \$3 million dollars that will need to be installed throughout the town. This is a massive project that has to be done in a short period of time.
- In the Director's professional assessment of needs, the Project Manager position and the two KMS custodian positions are not interchangeable. They are two distinct needs that are necessary to

provide the minimal level of services to the Town. However, these positions have been deferred for now and the Director is hopeful that they can be filled.

- Facilities Management Director is concerned that they are already pushing out needed maintenance and repairs to close out this fiscal year's budget and this has only exacerbated the backlog of facilities maintenance projects that have been deferred.

## 8-H1 Water & Sewer Enterprise

### FINANCE COMMITTEE RECOMMENDATION – MOTION H1

<b>MOTION H1</b> The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>13-0-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### MOTION H1 (Requires a Majority Vote)

<b>Motion H1: (Requires majority vote)</b>	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments shown under the associated categories, said funds are to be expended under the direction of each Department Head or Director:	
<b>Water &amp; Sanitary Sewer Operations</b>	
Salaries	\$2,150,495
Expenses	\$7,944,172
Total Sanitary Sewer	\$10,094,667
<b>Utility Billing</b>	
Salaries	\$106,497
Expenses	\$89,000
Total Utility Billing	\$195,497
<b>Fringe Benefits</b>	
Expenses	\$927,845
Total Employee Benefits	\$927,845
<b>Water &amp; Sewer Debt Service</b>	
Principal	\$1,990,352
Interest	\$601,004
Total Debt Service	\$2,591,356
<b>Water &amp; Sewer Reserve Fund</b>	
Expenses	\$200,000
Total W & S Reserve Fund	\$200,000
<b>Total Budget Amount for Motion H1</b>	<b>\$14,009,365</b>
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Water-Sewer User Fees	<b>\$14,009,365</b>

## **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION H1**

### Water Division

- Overall, Water Division budget allocation decreased to \$2,439,194 in FY21 from \$2,571,775 in FY20, or -4.38%.
- Personnel Services increased to \$1,311,645 in FY21 from \$1,282,726 in FY20 or 2.25%.
- Purchased Services decreased to \$536,349 in FY21 from \$681,349 in FY20, a 21.1% decline.
- Electricity decreased to \$431,929 in FY21 from \$581,929 in FY20, a 25.77% decline. With the change to statement utility billing, which consolidates invoices, an inventory was made of what belonged to water vs. sewer. As a result, electricity for water was decreased by \$150,000 while sewer was increased by the same amount.
- The Division has fully implemented the WaterSmart application, where water usage data and analytics are available online to residents. Usage rate is 21% with approximately 2,300 registrations vs. 10,000 accounts.
- ISO 14001 certification for the Springvale and Elm Bank treatment facilities is underway and hoped to be completed this calendar year. This is a new standard vs. our previous accreditation requiring that materials and procedures be revised accordingly. Once achieved, the certification lasts for three years with an annual audit.
- The budget contains a modest increase for lead and copper compliance. The budget was prepared before new PFAS (polyfluoroalkyl substances) draft standards were issued by the EPA and DEP.

### Sewer Division

- Overall, Sewer Division budget allocation increased to \$7,635,473 in FY21 from \$7,462,986 in FY20, or 2.31%.
- Personnel Services increased to \$838,850 in FY21 from \$816,363 in FY20, or 2.75%.
- Purchased Services increased to \$266,163 in FY21 from \$ 116,163 in FY20, a 129.13% increase. This is largely due to an increase in electricity charges to \$259,463 from \$109,463 in FY20, a 137.07% increase.
- Total Other Charges (sewer pump station/ line maintenance, MWRA Sewer Assessment, Water & Sewer damage claims remained are level-funded in FY21 as compared with FY20.
- MWRA rates are typically expected to increase by 5%. This year, an additional 2% was added to account for unmetered sewer connections that we found to have a higher flow once meters were added. The budget increases by only \$150K due to the assessment being less than anticipated.
- As commercial users, who pay more, reduce their water usage, rates may be increased to cover fixed expenses, creating an increased burden on residential users.

- The amount for Funding Schedule under Employee Benefits is determined by PERAC (Public Employee Retirement Administration Commission) based on actuarial calculations. Water & Sewer personnel increased from 43 to 44, resulting in an increase for FY 21.

### Utility Billing

Utility Billing decreased to \$106,497 in FY21 from \$107,981, a 1.37% decrease, while supplies were flat at \$89,000.

### **June Budget Update**

- \$5000 was transferred from the IT budget related to the SCADA system, which helps do remote monitoring of pumping stations
- The MWRA assessment was decreased by \$150,000. The MWRA agreed to have an assessment increase of no more than 1%.
- Natick's water usage has remained about the same during this period where more people are at home and fewer are at work.



## 8-H2 Water & Sewer Indirect Cost Allocations

### FINANCE COMMITTEE RECOMMENDATION – MOTION H2

MOTION H2 The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>12-1-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

### MOTION H2 (Requires a Majority Vote)

<b>Motion H2: (Requires majority vote)- Water/Sewer Indirect Cost Allocations</b>	
Move that the Town vote to <b>APPROVE</b> the following indirect cost allocations raised in the General Fund:	
<b>PERCENTAGE ALLOCATIONS</b>	<b>TOTAL</b>
DPW Administration	\$182,238
Engineering Services	\$336,060
Equipment Maintenance	\$456,329
Highway Sanitation Recycling	\$318,506
Facility Maintenance	\$87,559
Public Safety	\$169,146
Finance - Administration	\$251,406
Town Administration	\$190,572
Community Development	\$110,278
Information Technology	\$155,548
Procurement	\$32,760
Human Resources	\$5,968
Legal Services	\$76,815
Property & Liability Insurance	\$317,681
Utilities	\$52,685
Vehicle Fuel	\$153,000
Sub Total - General Fund	\$2,896,552
<b>Water Sewer Staff Performing General Fund Functions</b>	
GIS Services	-\$52,593
W/S Admin. Asst. - DPW	-\$29,101
W/S Admin. Asst. - Collector	-\$60,746
Snow and Ice Removal	-\$56,626
Subtotal - Water Sewer	-
Total Water and Sewer Indirect Costs	\$2,697,4
<b>And that the sum of \$2,697,486 appropriated in the General Fund be raised from the following source:</b>	
<b>Water-Sewer User Fees</b>	\$2,697,486

### FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION H2 - None

## 8-I1 Sassamon Trace

### FINANCE COMMITTEE RECOMMENDATION – MOTION I1

MOTION I1 The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>10-1-2</b>
	DATE VOTED:	<b>June 30, 2020</b>

### MOTION I1 (Requires a Majority Vote)

<b>Motion I1: (Requires majority vote)</b>	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments shown under the associated categories, said funds are to be expended under the direction of each Department Head or Director:	
<b>Sassamon Trace Operations</b>	
Salaries	\$325,924
Expenses	\$302,061
<b>Total GC Operations</b>	<b>\$627,985</b>
<b>Sassamon Trace Fringe Benefits</b>	
Other Personal Services	\$54,954
Other - Retirement Assessment	\$12,013
<b>Total GC Fringe Benefits</b>	<b>\$66,967</b>
<b>Sassamon Trace Debt Service</b>	
Principal	\$165,000
Interest	\$38,225
<b>Total GC Debt Service</b>	<b>\$203,225</b>
<b>Golf Reserve Fund</b>	
Expense	\$20,000
<b>Total Golf Reserve Fund</b>	<b>\$20,000</b>
<b>Total Budget Amount for Motion I</b>	<b>\$918,177</b>
And that the above Total Budget Amount be raised from the following sources:	
Tax Levy of Fiscal Year 2021	\$240,000
Golf User Fees	\$678,177
	<b>\$918,177</b>

## **FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION II**

### **Budget Highlights**

- Personnel Salaries are up 2.38% or \$7,562. The increase is spread over three accounts all related to operation of the course.
- Expenses are up .83% or \$1,130. The largest increase is for food & beverage items (\$2,000) for resale during rounds.
- Golf Course debt will be retired in 2025 and the town subsidy of xx will end at that time. Once the debt is paid, it will enable the course to further invest in the quality of the course.
- New programs are being evaluated for the course on a continuing basis. The course is an affordable alternative to a country club.
- Number of rounds played increased to 28,831 rounds in 2019 from 27,172 in 2018.
- Revenue increased to \$703,749 in 2019 from \$665,782 in 2018.

**8-I2 Sassamon Trace Enterprise Fund Indirect Allocations**

**FINANCE COMMITTEE RECOMMENDATION – MOTION I2**

MOTION I2 The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>12-1-0</b>
	DATE VOTED:	<b>June 30, 2020</b>

**MOTION I2 (Requires a Majority Vote)**

<b>Motion I2:(Requires Majority Vote)</b> Sassamon Trace Enterprise Fund Indirect Allocations	
<b>Move that the Town vote to APPROVE the following indirect cost allocations raised in the General Fund:</b>	
<b>PERCENTAGE ALLOCATIONS</b>	<b>TOTAL</b>
Public Works Administration	\$1,367
Equipment Maintenance	\$5,704
Highway, Sanitation, Recycling	\$1,062
Recreation	\$8,793
Land Facilities and Natural Resources	\$10,999
Public Safety	\$1,691
Finance	\$4,190
Town Administration	\$6,352
Procurement	\$328
Human Resources	\$657
Legal Services	\$1,280
Property & Liability Insurance	\$6,354
Utilities	\$3,763
Vehicle Fuel	\$2,550
<b>Total Golf Indirect Costs</b>	<b>\$55,090</b>
<b>And that the Sum of \$55,090 appropriated in the General Fund be raised from the following source:</b>	
<b>Golf User Fees</b>	<b>\$55,090</b>

**FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION I2 - None**

~~ **END OF ARTICLE** ~~

**ARTICLE 15**  
**Capital Equipment**  
**(Town Administrator)**

**ARTICLE LANGUAGE**

To see if the Town will vote to appropriate and raise, borrow or otherwise provide, a sum of money as may be required for capital equipment for the various departments of the Town of Natick; to determine whether this appropriation shall be raised by borrowing or otherwise; or otherwise act thereon.

**PURPOSE OF THE ARTICLE**

The purpose of this Article is to fund the Town's capital equipment needs for specific needs and purposes.

**FINANCE COMMITTEE RECOMMENDATION – MOTION A**

MOTION A The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>8-5-0</b>
	DATE VOTED:	<b>July 2, 2020</b>

**MOTION A (Requires a 2/3 Majority Vote)**

**Move that the Town vote to appropriate the sum of \$338,500 to be expended under the direction of the Town Administrator for the purpose, Capital Emergencies- Equipment, under the direction of the Community Services Department - Recreation & Parks for playground safety inspections and updates, Henry Wilson Roof repair, under the direction of the Police Department for the purpose of replacing police cruisers, replacing primary repeater and antenna, under the direction of the Police and Fire Departments CRT Public Safety Vehicle and Equipment, under the direction of the Department of Public Works to Replace Vehicle 512 (S-102) Side Arm Recycling Truck, under the direction of the Natick Public Schools FCC upgrade for Auditorium Microphone and audio system and under Sustainability, Energy Efficiency all individually shown as items 1 through 8 in Table A below, and that to meet this appropriation the sum of \$338,500 be appropriated from the Capital Stabilization Fund.**

**TABLE A- Motion A - Capital Equipment - 2020 Spring Annual Town Meeting**

Item #	Department	Item	Funding Source	Amount
1	Town Administrator	Capital Emergencies -Equipment	Capital Stabilization	\$50,000
2	Community Services - Recreation & Parks	Playground Safety Updates	Capital Stabilization	\$15,000
3	Community Services - Recreation & Parks	Henry Wilson Roof	Capital Stabilization	\$5,000
4	Natick Public Schools	FCC Auditorium Microphone & System Upgrades	Capital Stabilization	\$40,000
5	Police and Fire Departments	CRT Public Safety Vehicle and Equipment	Capital Stabilization	\$40,000
6	Police Department	Cruiser Replacement Reduced from 130,000	Capital Stabilization	\$65,000
7	Police Department	Primary Repeater And Antenna Replacement	Capital Stabilization	\$23,500
8	Sustainability	Energy Efficiency	Capital Stabilization	\$100,000
			<b>Appropriation under Art. 15: Motion A</b>	<b>\$338,500</b>

## FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION A

### 1. Capital Emergencies – Equipment

Description- Funds Appropriated for emergency situations, cases in which it is not possible to wait for new funds to be appropriated. Town Administrator cited the benefit of providing immediate funds to take care of an emergency. Town Administrator noted that this was to be used for time-critical repairs. The Town Administrator has spending authority of a maximum of \$10,000. The typical purchase order procurement process is too slow to be responsive in a true emergency and this helps the town resolve the problem in short order.

### 2. Playground Safety Updates

This line item is to cover costs Associated With ongoing playground safety and maintenance repairs that are not in the annual Recreation & Parks Budget. This request is to implement the changes that resulted from playground inspections that, in one or more cases, caused the closure of a playground.

#### PLAYGROUND SAFETY INSPECTION MAY 2019



### 3. Henry Wilson Roof

The shingles on the roof of the Henry Wilson Building are in dire need of replacement. The Henry Wilson Shoe Shop is an historic "ten footer" building located at 181 West Central Street, Route 135 in Natick, Massachusetts, USA. Built in the 1850s, it was the shoe shop of Henry Wilson, a Senator from Massachusetts and the eighteenth Vice President of the United States. The benefit is to maintain an essential part of Natick's history.

### 4. FCC Auditorium Microphone & System Upgrades

This is an upgrade to the Wilson auditorium microphone and audio systems and is essential because the Federal Communications Commission (FCC) has licensed the wireless spectrum that these systems use for 5G cellular phone service. Further, the present system is old and problematic with sporadic outages. The benefit is that the auditorium will have improved microphone and audio services for activities inside of auditorium

### 5. CRT Public Safety Vehicle & Equipment

This request is for a John Deere utility vehicle for use as a rapid response vehicle for both Fire and Police and was requested by these departments. The vehicle will be set up with EMS Response and Transport equipment to quickly remove patients from hard-to-access areas such as the new Cochituate Rail Trail and Audubon Broadmoor Wildlife Sanctuary. This vehicle would provide easy and rapid access for public safety personnel to access and move into areas not easily accessed by Public Safety.



### 6. Cruiser Replacement

This is part of the ongoing replacement cycle of five police vehicles per year. As discussed in the Police budget, cruisers are running 24/7 & are replaced when they reach 100,000 miles. This keeps Police in updated, safer equipment and enables them to be able to quickly respond to Incidents.



## 7. Primary Repeater and Antenna Replacement

This project is the replacement of the primary Police Operations Repeater and the Antenna that was Installed In 2008 and discontinued by the manufacturer In December 2019. The expected life in 24/7/365 Service Is 10 Years and the manufacturer no longer will provide support for this system. The Proposed Replacement has been held off until now when should the problem occur, they would no longer have support for this product. This product is essential equipment for police officers and dispatchers to connect and ensure rapid response to ensure public safety.



## 8. Energy Efficiency

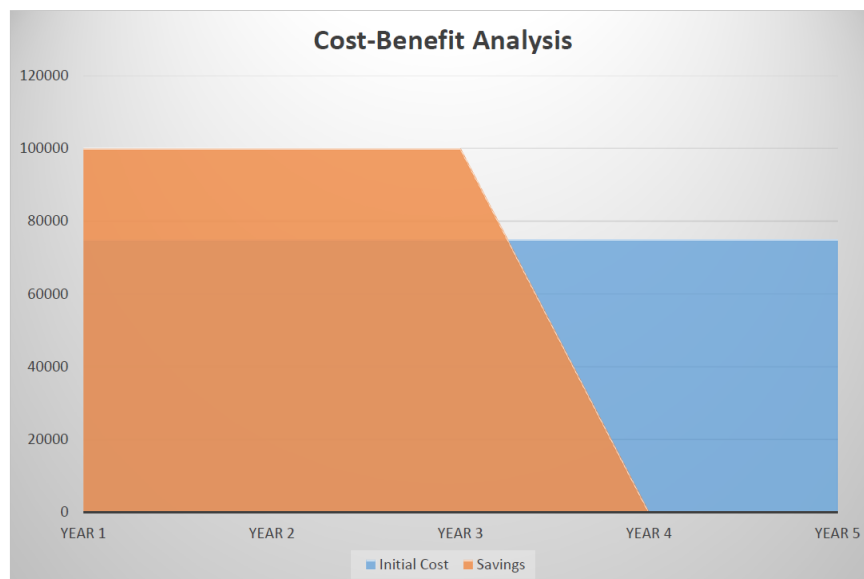
The town of Natick identified a variety of building-focused energy conservation measures that would result in approximately \$75,000 in annual energy cost savings. These projects Include: - LED Lighting conversions at Ben Hem, Brown, Cole, DPW and more. Completion of these projects would reduce the town's annual energy use by approximately 360,000 Kilowatt hours of electricity and 2,700 therms of natural gas and would result in a \$75,000 annual cost savings to the town. Many of these projects, specifically lighting and retro-commissioning, have the potential to improve conditions for building users, including town staff and the general public.

## Questions from the Committee

- A member asked when the CRT is scheduled to open. The Town Administrator said it is scheduled to open November 2020 and noted that the portion of the CRT from Willow Street to downtown Natick is being used by the MBTA for construction staging for the renovation/enhancement of the Natick Center MBTA train station so that portion will not be completed for at least another year. However, everything north of Willow Street will be completed by November 2020.
- A member asked whether the CRT is accessible by police cruiser. The Town Administrator said that the rail trail, as designed, does not allow a typical police cruiser and/or ambulance to enter the trail. The “GATOR” vehicle will be able to access the trail. In the recent past, there was an incident at Broadmoor that highlighted the utility of having this type of vehicle to handle that type of topography.
- A member asked whether the Capital Emergencies – Equipment line would fall to free cash if not used. The Town Administrator said that it would fall to free cash but, unfortunately, the town has needed to use this since its inception, so it hasn’t fallen to free cash.

- A member asked whether playground safety updates were updates and not maintenance. The Town Administrator confirmed that it was safety updates.
- A member asked whether these updates were to a single site or multiple sites. The Town Administrator confirmed that it was for multiple sites.
- A member asked how recently the Wilson School Auditorium Microphone & System was installed. The Deputy Town Administrator said he believed it was not original to the school, but didn't know the installation date.
- On the CRT public safety vehicle, a member noted that there are a number of trails in operation that are much less accessible than the CRT and asked how that would have been handled by public safety. The Deputy Town Administrator said that the Fire Chief said that the EMTs would have to park their ambulance on the closest accessible street and hand-carry their equipment to the inaccessible (by-vehicle) location.
- A member asked whether this vehicle would be stored in the downtown station and would be housed in a trailer and trailered to the access point, not driven. The Deputy Town Administrator confirmed both of these observations were true and that the cost of the trailer was included in the price.
- A member asked if this was a "road-legal" vehicle that could be driven on streets. The Deputy Town Administrator said he did not know, but emphasized that it would be brought to the incident location and used to access the site, then brought back to the police cruiser or ambulance.
- A member noted that the graph on Energy Efficiency appeared to indicate an error in the slide presented that showed an annual cost of \$100,000 per year for a five-year period and savings that started at \$75,000 that dropped off to zero in the fourth year and asked for clarification. The Deputy Town Administrator acknowledged that the slide depiction was backwards and an error. The Town Administrator said \$100,000 is the total cost to the town to move forward with this project because the Sustainability Coordinator applied for grants to defray the cost of installation of these LED systems so the \$100,000 is the amount required to move forward with this project.
- A member asked, given the budget tightness, whether it was possible for the town to indicate "use-at-your-own risk" for the CRT. The Town Administrator noted that when a public amenity is opened, the town does have a responsibility for public safety and is potentially liable and a lawsuit would probably cost a great deal more than \$40,000. We anticipate that a large number of people will use the rail trail, based on the experience of other towns that have rail trails, such as Framingham.
- Several members asked whether the title "CRT Public Safety Vehicle and Equipment" is a misnomer since it will be utilized for many other trail sites in town and suggested the removal of the word "CRT" from the description. The committee is focusing on the opening of the CRT, but you noted that a rescue was required at Broadmoor.

<b>Improvement of Buildings</b>
Annual Cost Savings of \$75,000
Energy Savings
Improvement of Work Environment



- A member asked whether this indicates that the cost is spread over three years. The Town Administrator said that the \$100,000 cost to the town would be paid out in FY21 and the grants are also available in FY21. Town Administrator apologized for the confusion in the color coding of the graphic, but requested Favorable Action so they can proceed to use the grants that may be available in FY21. The member asked if waiting until fall to fund this project would jeopardize the grants. The Town Administrator said that it may hamper getting these grants and that the Sustainability Coordinator has a number of different projects to consider that will yield, on average, \$75,000 in savings per year.
- A member asked whether the “Gator” vehicle would be maintained by the DPW. The Town Administrator confirmed that DPW would service this equipment as it is very similar to a lot of the riding mowers that they regularly service.
- A member asked what the estimated life of this vehicle is. The Town Administrator did not have this information. Checking the John Deere web site, the warranty is the customer’s choice of either 12 months with unlimited hours of use or 24 months and prior to the accumulation of 2000 hours of use. This indicates that this is an extremely durable vehicle when utilized in the projected role of public safety since it is, at worst, an occasionally used vehicle, but is available when needed for an emergency extraction. Further, DPW has a strong track record of extending the useful life of vehicles beyond the manufacturer’s estimated useful life.

### Citizen Comments

- A member of the public noted that if the Public Safety vehicle were only useful on the CRT he wouldn’t support it. However, it is useful for a variety of public safety scenarios where typical public safety vehicles cannot access.
- A member of the public asked whether the Wilson auditorium stuff is needed given that schools may not open in the fall. The Deputy Town Administrator said that he spoke with both NPS colleagues and Municipal Department Heads to pare down the capital equipment requests to only the most urgent of items in light of the tighter budget. The FY20 Capital Equipment &

Improvements budget was \$3,617,000 and the FY21 Capital Equipment & Improvements budget is \$1,861,500, a 48.53% decrease.

## **Two motions were considered for Article 15 Motion A**

*Favorable Action of Article 15 Motion A as printed for all components, totaling \$338,500 was voted 8-5-0 (passed).*

Proponents stated:

- For capital emergencies, you don't have time to cut a purchase order and get sign-off when an emergency occurs. And the Town Administrator noted that, if not spent, this falls to free cash, so this strikes me as good insurance to have.
- Playground safety updates are necessary to make these playgrounds usable and to greatly reduce if not eliminate any potential liability for kids using these playgrounds.
- Replacement of the Microphone and System Upgrade for Wilson School is required because the FCC changes will interfere with the operation of this system, decreasing reliability of an already tenuous system. In addition, it will be illegal to use this equipment – it could result in a fine from the FCC and the acquisition price of this system will likely never be lower than now because vendors are hungry for business.
- The issue of whether Wilson School is open or closed is irrelevant. In either case, the town should move ahead with this project and were the school to remain closed; this would be an opportune time to implement it.
- The CRT Public Safety Vehicle and Equipment is misnamed because its utility extends far beyond the CRT and this request has been specifically made by the Police and Fire Departments to ensure public safety. The Town Administrator cited an incident at Broadmoor where Public safety had to park their vehicle and walk in to Broadmoor with their equipment, then carry the person back to the police vehicle or ambulance.
- The CRT and other rail trails are specifically designed not to allow motor vehicle traffic. If you're riding a bicycle or walking on a rail trail, you don't want to see a car hurtling down towards you.
- Walking trail usage has greatly expanded.
- A member noted that the town has miles of trails that are inaccessible by any current safety vehicle. The pressing need that makes this purchase more urgent purchase is that, with a lot of things closed for entertainment, more people are hiking or taking trails that have never done so before with a large increase in volume so while this may not seem urgent compared with other needs, the fact is that the public safety officers have identified this as a pressing need, given the guidance given to them by the Town Administrator and chose to prioritize it as one of two critical capital equipment items.
- On the Energy Efficiency project, it was noted that the graphical error didn't match the description, but given the track record of the Sustainability Coordinator in securing grant funding and implementing cost-effective projects that netted the town significant savings, this project

was viewed favorably. It was believed that this is the same LED lighting that been installed at Town Hall and in various municipal offices within town. It's very cost effective it is usually put it in and you walk away for 10 years, LED lighting typically gets installed once and saves money for years to come with very little maintenance. Members could not understand the rationale to wait to implement these net cost savings, especially with the supplementation of grant funding that was received for this project.

- No issues were raised on Henry Wilson Roof, police cruiser replacement, and Police primary repeater and antenna.

*Favorable Action of Article 15 Motion A submission of items 1,2,3,6, and 7, totaling \$158,500. (NOT VOTED because Favorable Action for the first motion passed)*

Proponents stated:

- They would focus only on items that they wanted deleted from this motion and do not object specifically to the deleted items. Rather, they preferred to see those items deferred until the fall when the economic picture might be clearer.
- Item 4. Wilson Auditorium Microphone and System, while necessary longer-term may be postponed until school opens.
- Postponement of the purchase of Item 5. CRT Public Safety Vehicle and Equipment might be inconvenient, but could be re-examined in the fall. It would be useful for all trails in town, not just the CRT.
- Expressed the view that \$40,000 spent on a vehicle that may be occasionally needed vs. purchasing another replacement police cruiser for \$65,000 that is needed 7x24x365 is not a good choice and this purchase could be deferred.
- On Item 8. Energy Efficiency, there are going to be some small items and other more expensive items that will have different levels of return and argued in favor of postponement until Fall Annual Town Meeting.

Following the July 2, 2020 meeting, the Finance Committee reached out to the Sustainability Coordinator to get clarification on Item 8. Energy Efficiency projects and received the following memo, published in its entirety here.

# Memorandum



To: Natick Finance Committee

CC: Melissa A. Malone, Town Administrator

John Townsend, Deputy Town Administrator of Finance

James Errickson, Deputy Town Administrator of Operations

From: Jillian Wilson Martin, Sustainability Coordinator

Date: July 5, 2020

Subject: FY21 Energy Efficiency Capital Projects

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During its meeting on July 2, 2020, the Finance Committee debated the merits of appropriating capital funds for energy efficiency projects under Article 15 (item 8). The following memo provides additional background on the request and answers questions raised by the Finance Committee.

## Background on Energy Efficiency Projects

Natick has completed 50+ energy efficiency projects since 2014. These projects deliver annual energy savings (which are realized after upfront installation costs are recovered), and include projects such as LED lighting conversions, replacement of inefficient HVAC equipment, the addition of energy management controls, installation of variable frequency drives, etc.

The Sustainability Office identifies energy efficiency projects by working with Natick's Facilities Management and Public Works Departments and utility-approved vendors to complete energy audits. Proposed projects are reviewed by the Mass Save Municipal Program and are only pursued if a third-party analysis confirms proposed savings.

Historically, the Town has sought to complete energy efficiency projects with a five-year payback. Because such projects often also qualify for grants and utility incentives, the actual payback of Natick's energy efficiency projects is closer to one year (11 months). This is calculated by dividing the difference between the total cost of energy efficiency projects completed since 2014 (\$1.94M) and the total grants and utility incentives received since 2014 (\$1.64M), by the projected annual energy cost savings of projects completed since 2014 (\$334K). For simplicity, this analysis is provided as an equation below.

$$(\$1,940,000 - \$1,640,000) / \$334,000 \text{ per year} = 0.89 \text{ years}$$

### FY21 Request

In FY21, the Town has requested \$100,000 to support energy efficiency projects. Projects will be identified and assessed using the criteria and process described above. At this time, the Town has identified opportunities for energy savings at Natick High School (gym LED lighting), Ben Hem Elementary (interior LED lighting, replacement of building/energy management controls), the Morse Institute Library (upgrades to building/energy management controls) and Town Hall (LED lighting).

Not all of these projects will be possible to complete with the requested \$100,000, and the Sustainability Office will seek to use these funds to deliver the strongest payback and energy savings possible by leveraging Town Meeting's appropriation in combination with state grants and utility incentives. State programs that provide annual grant funding for energy efficiency include: Green Communities, Mass Clean Energy Center, and Municipal Vulnerability Preparedness (MVP).

Thank you for your consideration of this capital appropriation.

## FINANCE COMMITTEE RECOMMENDATION – MOTION B

<b>MOTION B</b> The Finance Committee took the following action:	RECOMMENDATION:	<b>Favorable Action</b>
	QUANTUM OF VOTE:	<b>12-1-0</b>
	DATE VOTED:	<b>July 2, 2020</b>

### MOTION B (Requires a 2/3 Majority Vote)

**Move that the Town vote to appropriate the sum of \$335,000 to be expended under the direction of Department of Public Works to replace Vehicle 512 (S-102) Side Arm Recycling Truck, individually shown as item 1 in Table B below, and that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$335,000 under Massachusetts General Laws Chapter 44, Section 7, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore aggregating not more than \$335,000 in principal amount and that the Town Administrator with the approval of the board of Selectmen is authorized to take any action necessary to carry out this program, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**TABLE B- Motion B - Capital Equipment - 2020 Spring Annual Town Meeting**

<b>Item #</b>	<b>Department</b>	<b>Item</b>	<b>Funding Source</b>	<b>Amount</b>
1	Public Works Highway	Replace Vehicle 512 (S-102) Side Arm Recycling Truck	Tax Levy Borrowing	\$335,000
<b>Appropriation under Art. 15: Motion B</b>				<b>\$335,000</b>

## FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION – MOTION B

### 1. Side Arm Recycling Truck

This request is for the replacement of a Vehicle 514 Side Arm Recycling Truck and would ensure that pick-up recycling services are maintained, ensuring that we have right and proper equipment to perform



pickup recycling duties. It will replace another recycling truck that has numerous mechanical and engine problems and DPW service has indicated that continuing to use that equipment would not be cost-effective since it would require extensive, expensive repairs.



The Deputy Town Administrator said DPW indicated that this vehicle has extensive problems and needs to be replaced to continue to reliably deliver recycling services.

#### Questions from the Committee

- The Chair of the General Government subcommittee said asked whether the only difference between this truck and a conventional garbage truck is the addition of the sidearm to pick up bins. The Deputy Town Administrator confirmed this. The Chair also noted that the DPW Director told him that this truck has recently been out of action because of myriad problems. In particular, it would need a completely new sidearm system that costs approximately 15% of the total value of the truck, in addition to the other problems with the truck and investing more in this equipment would be “throwing good money after bad”.
- A member asked whether the expected useful life of this vehicle is aligned to the tax levy borrowing period. The Deputy Town Administrator said that these trucks generally last 10-15 years and the borrowing period is aligned to the useful life (i.e., the town will not be paying for capital equipment in future years that it is no longer using).
- A member noted that are discussions afoot about changing the way Natick does recycling, including possibly moving away from the single-stream recycling. Will this new truck be able to handle that? The Deputy Town Administrator said this vehicle is flexible and could handle any change from single-stream recycling to alternative methods.

*The Finance Committee moved to approve Article 15 Motion B as printed above by a vote of 12-1-0.*

~~ END OF ARTICLE ~~